

**NANDHA COLLEGE OF
PHARMACY
ERODE-638 052
TAMILNADU, INDIA**

POLICY HANDBOOK

NANDHA COLLEGE OF PHARMACY

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1

VISION

- To produce socially conscious and professionally qualified pharmacists capable of working in a wide range of circumstances with cutting-edge technologies.

MISSION

- To provide high-quality instruction and training in multidisciplinary areas of Pharmaceutical Sciences.
- To transmit pharmacy practice knowledge to meet societal demands.
- To offer industrial exposure to the production of high-quality medications by means of research, development and entrepreneurial knowledge.

QUALITYPOLICY

We, at **NANDHA COLLEGE OF PHARMACY**, as a dedicated team are committed to constantly, and consistently work for the student's continual improvement in terms of Quality in Education, Updated Technical Knowledge, Personality Development and Career Advancement to meet the challenges in the world.

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PLANNING

1.1 HUMAN RESOURCE PLANNING

- 1.1.1 The Principal shall assess the staff requirement for the next academic year in the month of April every year.
- 1.1.2 The Principal will obtain the staff requirement lists from all the Heads of Department and decide the number of faculty members and administrative staff required with the following guide lines in mind.
- 1.1.3 The Principal will consider appointing a Professor to be the Head of every discipline, besides the number of Assistant Professors and Associate Professors required in accordance with the Faculty - Student ratio prescribed here in.
- 1.1.4 The Faculty- Student ratio shall be as per PCI and The Tamilnadu Dr. MGR Medical University Norms.
- 1.1.5 The Principal will appoint a selection committee for recruitment in each discipline, comprised of the HOD, one senior staff member and the Department's Advisors/Experts.

1.2 RECRUITMENT

- 1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- 1.2.2 The vacancy position shall be filled, through the following sources:
 - ❖ Advertisement in the Newspapers
 - ❖ Website
 - ❖ Direct Applications
 - ❖ Walk-in Interviews

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1.2.3 The committee shall shortlist the candidates through the following processes:

- ❖ Screening Test
- ❖ Class Room Demonstrations
- ❖ Interview

1.2.4 The committee shall finalize the shortlisted candidates and submit their recommendation along with the personal data sheets of the candidates to the Principal and the Chairman/Secretary and in turn will be interviewed and appointed.

1.2.5 The appointment letter shall be offered by the Principal / Chairman / Secretary as per Form I appended to this manual.

1.2.6 The eligibility of appointment shall be based on PCI Norms.

1.3 ORIENTATION

1.3.1 Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.

1.3.2 The Principal shall introduce the appointed faculty to the Head of the Department.

1.3.3 The HOD will give a brief introduction about the department and will introduce the new incumbent to all the teaching and non-teaching members of his/her team.

1.3.4 The HOD will also take him/her a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities of the College.

1.3.5 The HOD will also ensure that all the registration formalities to be completed including submission of joining report etc., by obtaining the assistance from the Office team.

1.3.6 The HOD will introduce the new faculty member to the students in the first class he/she is going to handle in every section of his/her assignment.

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SALARY AND INCENTIVES

2.1 POSITIONS

2.1.1 The College will have the following hierarchy of positions:

Category of Staff

- ❖ Teaching
- ❖ Administrative
- ❖ Non-Teaching
- ❖ Drivers
- ❖ Maintenance

Teaching Faculty Cadre

- ❖ Principal
- ❖ Professor
- ❖ Associate Professor
- ❖ Assistant Professor

2.1.2 In addition, each department shall have supporting staff like Lab Assistants and Office Assistants.

2.1.3 The College Office will have the following positions of hierarchy in the administrative department.

- a. Administrative Officer
- b. Accountant, PA to Principal/Chairman, Clerical Assistants
- c. Office Assistants

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2.2 DEARNESS ALLOWANCE

2.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to the teaching faculty.

2.2.2 Management can also decide the other allowances for Professor, Principal and Special posts.

2.3 SALARY & INCREMENT

As per PCI norms, basic pay and hierarchy of positions were fixed. Faculty Members are eligible for the increment prescribed at the end of 12 months service in the Institution.

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LEAVE

3.1 CASUAL LEAVE

3.1.1 Faculty Members are eligible to avail 12 days of casual leave for every academic year.

3.1.2 Such leave can normally be availed of only with prior approval of the Head of the Institution
i.e.Principal.

3.1.3 Leave application should be submitted to the Head of the Institution (Principal) on the previous
day/day of avail of leave.

3.1.4 Faculty Members can avail one hour permission either in the morning (9.00 to 10.00am) or in the
evening (3.30to4.30pm) twice in a month.

3.1.5 In addition to CL, Faculty Members are eligible to avail one week leave for their marriage.

3.1.6 In emergency situation, whenever the Faculty Member is unable to get prior sanction of leave,
he/she should inform to the Head of Department concerned over phone about her/his absence on
leave after altering the work load. In such case, leave application should be submitted for approval
on the very next day of absence.

3.2 COMPENSATORY LEAVE

3.2.1 In general, prior approval of Principal should be obtained by the HOD, for carrying outworks on
compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of
works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on
specific reason and recommendations of the HOD in writing within three days from the date/period
of carrying out such work.

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3.2.2 Later on the compensatory leave can be availed only after applying to the Principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the office. The compensatory leave should be availed within two months after the actual date of working.

3.2.3. Compensatory leave will not be granted to any staff of Special Classes, Educational Tours, University Practical Examinations, Accreditation, Inspection of PCI/University, other bodies, emergency works and special working on Saturday ,etc.

3.3 ON DUTY

3.3.1 Teaching staff members shall be permitted to avail ON DUTY for a maximum period of 12days for University Examination duty purpose and 12 days for attending FDP / Workshop /Conference / Symposiums / Seminars, etc., in an academic year. ON DUTY shall be availed only with prior approval of the Head of the Institution (Principal).

3.3.2 Teaching staff who are deputed for specific purpose on “Other Duty” should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.

3.3.3 The staff members who are proceeding ON DUTY with the approval of Principal should produce the “Attendance Certificate” immediately on the date of joining duty after availing “OD”.

3.4 VACATION LEAVE

3.4.1 Staff Members are permitted to avail summer/Winter Vacation on the following conditions.

(i) Vacation period shall include Saturdays, Sundays and holidays (proceeding, succeeding and in between).

(ii) The eligible period of vacation for teaching staff and non-teaching staff is as follows.

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TEACHING STAFF

Winter Vacation	Summer Vacation
2 Weeks	4 Weeks

NON-TEACHING STAFF

Winter Vacation	Summer Vacation
1 Week	1 Week

- a) The vacations shall start on any day of the week, but the last day of the vacations shall not fall on Saturdays and Sundays
- b) Unavailed summer/Winter Vacation cannot be combined. Also surrendering of vacation period for "claim of salary" cannot be allowed.
- c) Staff members shall be permitted to attend Central Valuation duty during vacation/OD.

3.5 MEDICAL LEAVE

Faculty members can avail Medical leave upto 10 days. After the medical leave Faculty members should submit medical certificate on the day of rejoining.

3.6 MATERNITY LEAVE

Maternity leave may be granted to a married women employee without pay for periods which may be extended up to one year from pre-confinement rest to post confinement recuperation, at the option of the employee.

3.7 RESIGNATION/TERMINATION

The relieving order will be issued only after the submission of no dues certificates from the Dean/Director/all sections concerned.

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If any employee resigns from the employment, the employee concerned employee shall give a minimum of three months advance notice about his/ her intention to quit the service from the institution to the respective reporting authority in writing. The faculty will be relieved from the duty only at the end of the academic semester in case of less than three months' notice, salary in lieu of shall be revoked. The accumulated leave to the credit of the employee cannot be adjusted towards the notice period.

- ❖ An employee, who is desirous of waiving such notice period, shall do so expressly in writing. Waiving of the stipulated notice period applicable to the particular cadre is totally at the employer's discretion.
- ❖ In this regard, HR/ Authorized person shall inform their decision in writing to the employee.
- ❖ Employee who is leaving from the service of NCP shall return the properties belongs to the institution which has been lent or issued to him/her in connection with his employment. The cost of such property not returned shall be liable to be deducted from wages/ salary or from other sums due to him.
- ❖ According to the industrial disputes act 1947, the employer may terminate at any time for a reasonable cause from employment for any misconduct as given in the institution.
- ❖ An employee, on attaining the age of sixty-five years for faculty reckoned in accordance with the English calendar, shall be retired from the services of NCP.
- ❖ An employee may be retired on grounds of medical unfitness, subject to payment of gratuity and other benefits as may be applicable, after examined by the institution doctor.
- ❖ If an employee is terminated or when he/she leaves the employment from the institution, the wages/ salary earned by him/ her shall be paid to them before the expiry of the second working day from the day on which he/she terminated.
- ❖ A written termination letter shall be signed by the authorized person and the copy of the same shall be handed over to the employee concerned.

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3.8 Age of Superannuation

The age of superannuation of all faculty members and Principals/ Directors of institutions shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books, published papers and has average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.

3.9 SERVICE CERTIFICATE

Every employee, other than a casual employee, who leaves service, retires, dismissed shall be given a service certificate if he/she applies.

If an employee wishes to apply for a job in government institutions/organizations or desires to pursue higher studies, the “No Objection Certificate” shall be obtained from the institution.

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CONDUCT RULES FOR ALL EMPLOYEES

4.1 REDRESSAL OF GRIEVANCE

- The grievance redressal committee shall comprise of a senior employee with not less than 10 years of experience in NCP.
- Any employee desirous of redress of a grievance arising out of his/her employment or relating to unfair treatment or wrongful action on the part of a superior shall in the first instance, submit a complaint in writing to the officer appointed by the institution.
- The authorized persons shall constitute the committee and inform the complainant in writing about such constitution. The committee shall investigate the complaint immediately. An employee working in the same department as the employee, who presented the complaint, shall have the right to be present at such inquiry.
- A copy of the recommendations finally made by the committee shall be issued to the complainant. Provided that complaints relating to assault or abuse by any person holding a supervisory position shall be inquired into immediately by the officers.

4.2 SEXUAL HARASSMENT IN WORK PLACES

It shall be the duty of the institution and other responsible persons in workplaces to prevent the commission of acts of sexual harassment by taking necessary steps.

4.3 THIRD PARTY HARASSMENT

The institution shall take necessary steps against the convict who has indulged in harassing activities though the person is third party.

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5.1 BENEFITS EXTENDED TO EMPLOYEES

1. Group Insurance policy with Accidental treatment coverage of Rs.50000 and Death Coverage of Rs.1 Lakh
2. Emergency advance for Medical Treatment on requirement.
3. Salary advance based on requirement.
4. Sponsorship for Paper Publication of upto Rs.5000 based on Journals Published.
5. Sponsorship to attend Seminar / Paper presentation / Conference – in India & Abroad
6. Sponsorship to attend quality improvement and faculty development programme, Courses in NPTEL.
7. Revenue sharing by staff in consultancy / testing (80:20 / 40:60).
8. Free Lodging facility to staff members who are staying in hostels.
9. Bank Loan facility through Indian Bank located in our Premises.
- School fee concession of 25% for Teaching Faculty Wards and 50% for non-Teaching Faculty wards in Nandha Schools.
10. Free transportation.
11. Sabbatical leave for faculty members.

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RECRUITMENT, PROMOTION AND PERFORMANCE EVALUATION

6.1 RECRUITMENT & PROMOTION POLICY

The faculty members working in technical institutions under the preview PCI shall have an engagement of not less than 40hours per week including teaching contact hours and other activities. The work of tutorial / project/ research/ administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in table below.

Teaching Engagement of Faculty Members in Degree Level Institutions

Designation	(Teaching/Laboratoryhours)/week
Associate Professor	14
Assistant Professor	16

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD/Dean.

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Minimum Qualification for Recruitments

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

Minimum Qualifications for direct recruitment as an Assistant Professor

I. Diploma Course:

Name of the Post	Academic qualification	Teaching/Research/Industry Experience
Principal/Director/ Head of Instt. / Head of Dept.	PCI recognized Post Graduate qualification in any discipline of pharmaceutical sciences. OR PCI recognized Pharm.D	Essential 5 years teaching experience in PCI approved/recognized Pharmacy College. Desirable Administrative experience in a responsible position.
Lecturer (Pharmacy subjects)	PCI recognized M. Pharm/ Pharm.D OR PCI recognized B. Pharm (i) A person holding M.B.B.S. qualification can be considered for the post of Lecturer in the subjects of Anatomy & Physiology and Bio-Chemistry & Clinical Pathology. (ii) A person holding M.Sc. (Maths) degree shall be eligible for the post of Lecturer (Mathematics) on part-time basis. (iii) A person holding M.Sc. (Zoology) or M.Sc. (Botany) degree shall be eligible for the post of Lecturer (Biology) on part-time basis.	Essential 3 years professional experience.

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	(iv) A person holding B.E.(C.S.) or MCA degree shall be eligible for the post of Lecturer (Computer Science) on part-time basis.	
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II. B. Pharm /Pharm.D/Post graduate course in Pharmacy –

Name of the Post	Academic qualification	Teaching/Research/Industry Experience
Director/Principal/Head of Institution	First Class B. Pharm with Master's degree in Pharmacy (M. Pharm) in appropriate branch of specialization in Pharmacy or Pharm.D (Qualifications must be PCI recognized). With Ph.D degree in any of Pharmacy subjects (Ph.D. Qualifications must be PCI recognized).	Essential 15 years experience in teaching or research out of which 5 years must be as Professor/HOD in a PCI approved/ recognized pharmacy college. Desirable Administrative experience in a responsible position .
Professor	First Class B. Pharm with Master's degree in Pharmacy (M. Pharm) in appropriate branch of specialization in Pharmacy or Pharm.D (Qualifications must be PCI recognized). With Ph.D degree in any of Pharmacy subjects (Ph.D. Qualifications must be PCI recognized).	Essential 10 years experience in teaching in PCI approved/ recognized Pharmacy College or research experience out of which 5 years must be as Associate Professor in PCI approved/recognized Pharmacy College.
Associate Professor	First Class B. Pharm with Master's degree in Pharmacy (M. Pharm) in appropriate branch of specialization in Pharmacy (Qualification must be PCI	3 years experience in teaching or research at the level of Assistant Professor or equivalent in PCI approved/ recognized Pharmacy

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	<p>recognized).</p> <p>A PCI recognized Pharm.D degree holder shall also be eligible for the posts of Associate Professor in the subjects of pathophysiology, pharmacology sand pharmacy practice. Associate Professor shall acquire PCI recognized Ph.D in any of Pharmacy subjects within 7 years to become eligible for the post of Professor.</p>	<p>College.</p>
<p>Lecturer/Assistant Professor</p>	<p>First Class B. Pharm with Master's degree in Pharmacy (M. Pharm) in appropriate branch of specialization in Pharmacy (Qualification must be PCI recognized). A PCI recognized Pharm.D degree holder shall also be eligible for the posts of Lecturer/Assistant Professor in the subjects of pathophysiology, pharmacology and pharmacy practice.</p>	<p>A lecturer will be re-designated as Assistant Professor after 2 years of teaching experience in PCI approved/ recognized Pharmacy College.</p>

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6.2 FACULTY PERFORMANCE, APPRAISAL AND DEVELOPMENT SYSTEM(FPADS)

The College follows the self- appraisal method to evaluate the performance of faculty members, used for their improvement. The Performance Appraisal Report gives qualitative assessment of a faculty on five Key Result Areas namely

- ❖ Academic Performance
- ❖ Research and Development
- ❖ Industry Interface
- ❖ Faculty Development
- ❖ Student Development

Different Performance Evaluation(PE) targets are fixed for Heads, Professors, Associate Professors and Assistant Professors. The faculty from all the departments are given proper orientation with supportive guidelines along with weightages for each parameter. The method of calculation of performance score is also given to the faculty.

A three step process is conducted for evaluating the actual performance of every faculty based on the guidelines given in the performance evaluation form.

1. Self-Appraisal(Faculty evaluating themselves)
2. Appraisal by Principal/HOD's
3. Audit Committee Appraisal(Principal/HOD's evaluating the faculty of other Departments)

To ensure uniformity in assessment, duly nominated audit committee conducts the audit and evaluates the point by verifying all the supporting documents shown by the faculty. The weighted average of the college is calculated based on the following method,

Weighted Average = Sum of Points scored by all faculty/Total No.of Faculty

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Bonus Point=Points scored by the faculty –Weighted Average.

The Weighted Average is set as the minimum target level. The faculty members below the minimum target level are advised to attend faculty development programmes inside or outside the college and opportunities are given for their improvement. After the review of the performance appraisal, the faculty members are awarded with Performance Bonus in the Annual Appraisal Day. A sample faculty appraisal form is attached as Annexure IV and Annexure V.

6.3 RETIREMENT

6.3.1 The age of retirement of teaching faculty member shall be as per PCI Norms.

6.3.2 The age of retirement of non - teaching staff shall be as per State Government Rules or as may be decided by the Management.

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7.1 CODE OF CONDUCT FOR FACULTY

7.2 Code of Ethics for Faculty members:

In fulfillment of their obligations to the teaching profession,

- ❖ Faculty should advance their interests of the teaching profession through responsible ethical practices.
- ❖ Faculty should update their knowledge and skills to equip themselves professionally for the proper discharge of duties assigned and regard themselves as learners and engage in continual professional development.
- ❖ Faculty should be truthful when making statements about their qualifications and competencies.
- ❖ Faculty should contribute to the development and promotion of sound educational policy.
- ❖ Faculty should maintain absolute dignity and decorum in dealing with their superiors, colleagues and students every time.
- ❖ Faculty should get prior permission from their higher official before taking leave.
- ❖ Faculty should not associate with any political parties or take part in any other organizational activities which are not in line with the duties and ethics of the teaching profession.
- ❖ Faculty should maintain college details confidentially.
- ❖ Faculty should maintain cordial relationship with their colleague. No act of degrade, harass or insult in any other person for any reason whomsoever will not be entertained.
- ❖ It is mandatory for faculty members to wear Identity cards at all times when they are inside the college campus.
- ❖ Faculty should avoid taking Identity cards from students when they are involved in undesirable activities. Identity cards can be demanded only to ascertain the identity of students. After verifying the details of student, Identity card must be returned to the student concerned on the spot.
- ❖ Faculty should not involve in any strike or riot in any criticism of college management policy or of the government for any reason.

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- ❖ Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.
- ❖ Faculty must desist from awarding physical punishment to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- ❖ Faculty in the service of the college shall at all the time strive for academic excellence in the discharge of their duties and conduct in the manner of a perfect role model for others to emulate.
- ❖ Every teacher must maintain a course file with all the details prescribed in checklist for each subject as well as lab offered during semester/year.
- ❖ Faculty members must take attendance within first 5 minutes of starting of the period.
- ❖ Teachers are advised to refrain from awarding punishments like dismissal from the classrooms, making them stand in the classrooms, summoning their parents to campus.
- ❖ Faculty are allowed to take up duties for paper setting work, oral / practical examination, moderation/revaluation work, expert lectures etc. with other educational institution without disturbing the college workload with the permission of the Principal.
- ❖ Faculty can avail 12 Days of casual leave during the academic year, if not availed that leave cannot be carried forward to the next year. Medical leave shall be considered if the illness is serious or on maternity grounds requiring prolonged absence from duty.
- ❖ Faculty are eligible for college activity compensatory leave if worked on holidays for college work. Work done on holidays must be approved from HOD, just after the activity is over.

CODE OF CONDUCT FOR HEADS OF THE DEPARTMENT

- ❖ HOD's are responsible for conducting all academic programmes of the department concern.
- ❖ Depute Coordinators to formulate Time-Tables to provide adequate hours to complete the syllabus well in time.
- ❖ To ensure that all classes are held as per the time-table. Heads of the Departments shall ensure alternate arrangement for the class work of teachers absent on the day. They

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should recommend for disciplinary action against that availing leave without prior arrangement for classwork.

- ❖ To ensure the maintenance of laboratories in good order to provide training to the students effectively.
- ❖ To maintain a tune-ful relationship between students and faculty while ensuring discipline and ethical behavior of students.
- ❖ To ensure for conducting Faculty Development Programs, Personality Development Programs, Seminars, Workshops, Conference and soon.
- ❖ To train and update the faculty to deliver good instruction to the students.
- ❖ To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- ❖ To verify the student attendance one every weekend to check for proper marking of attendance and implementation of lecture plans.
- ❖ Supervise the classrooms and laboratories to ensure the decorum and discipline as per time-table.
- ❖ Organize Faculty meeting once in a week to review Academic and R&D activities of the Department.

CODE OF CONDUCT FOR PRINCIPAL

- ❖ The Principal shall direct and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- ❖ The Principal shall plan the budgetary requirements and go through the financial audited statements of the Institute.
- ❖ The Principal shall form various college level committees that are essential for the development of the Institute.
- ❖ The Principal has right to take all the necessary actions as and when required to uphold discipline in the Institute.
- ❖ The Principal shall encourage Faculty Members to write text books and publish research papers in reputed National/International/ Indian Journals/Magazines and encourage

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facultyMembersstoupdatetheirknowledgebyattendingSeminars/Workshops/Conference.

- ❖ The Principal shall convene meetings of any of the authorities, bodies or committees, as and when required.
- ❖ The Principal shall monitor that quality in education and academic services is maintained for continuous development and turn the students into better individuals and responsible citizens of the country.
- ❖ The Principal shall ensure that the long-term and short-term progress plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- ❖ The Principal shall be responsible for the submission of annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

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7.3 CODE OF CONDUCT FOR STUDENTS

1. INTRODUCTION

The code of Ethics and Conduct indicates the standard procedures and practices of Nandha Pharmacy College, for all students enrolling at the Institute for pursuing varied courses. All students must know that it is mandatory to abide by the Code of Ethics and Conduct. All students are requested to be well aware of the Code of Ethics.

2. JURISDICTION

The institute shall have the jurisdiction over the conduct of the students associated with the Institute and to take notice of all acts of misconduct include,

- a) Any violation of the Sexual Harassment Policy of the Institute against other students of the Institute
- b) Physical assault, threat of violence, or conduct that threatens the health or safety of any person including other students of the Institute
- c) Possession or use of weapons, explosives, or destructive devices in and off campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.,
- e) Conduct which has a negative impact or constitutes an nuisance to surrounding off general public.

3. ETHICS AND CONDUCT

The Code shall apply to all kinds of conduct of students that occurs on the Institute premises and any off-campus conduct that has a serious impact on the institute's reputation,

1. At the time of admission, each student must sign a statement accepting the Code of Ethics and Conduct
2. Students shall be regular and must complete their studies within the duration of the course. If a student is forced to discontinue studies for any legitimate reason, such student may be relieved from the Institute, subject to written consent of the principal. As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if the student had joined the institute on a scholarship, the grant availed shall be revoked.

4. RULES, REGULATIONS & CODE OF CONDUCT

1. Institute believes in promoting a safe and conducive ambience by implementing behavioral standards
2. Students must uphold academic integrity and respect the rights, property and safety of others.

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3. Students are not encouraged to indulge in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's reputation substantially.
4. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, language, disability, or sexual orientation, family status, physical or mental disability, gender identity, etc., are not encouraged inside college premises.
5. Intentionally damaging or destroying Institute property, property of other students and faculty members will be dealt severely.
6. Students are not allowed to create any trouble-making activity in classroom or in an event organized by the Institute.
7. Students should not make any noise while moving from class to class.
8. No student shall leave the classroom without the permission of the teacher unless she/he asked the class to disperse.
9. Students should not organize meetings and processions without permission from the Institute.
10. Unauthorized possession/carrying or use of any weapons, missiles, explosives, or potential weapons and fire works are contrary to the law or policy.
11. Unauthorized possession or use of harmful chemicals, banned drugs and smoking on the campus are strictly prohibited.
12. Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus is strictly prohibited.
13. Students are asked to park their two or four-wheeler only in the parking zone.
14. Students are not allowed inside the campus without the helmet.
15. Rash driving on the campus is punishable.
16. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
17. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
18. Students are not permitted to record audio/video of lectures or actions of other students and faculty without prior permission.
19. Students are expected to use the social media carefully and responsibly. They should not post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

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20. Students should not involve in the for a use of the Institute's Computers and other Electronic Gadgets.

21. Students are asked to follow formal dress codes such as

Boys are not allowed to wear T shirt, jean, low-hip pants, ring or stud in the ears. Girls are not allowed to wear western wears like T shirt, jean, and leggings.

22. Students are expected to read respective departments and college notice board regularly.

23. Students should not indulge in any kind of malpractice during examinations.

5. VIOLATION OF CODE OF CONDUCT

If there is a case against a student for a possible rupture of code of conduct then the discipline committee will recommend a suitable disciplinary action to be taken against the student.

The following are the disciplinary actions based on the nature of misconduct:

1. WARNING: Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

2. RESTRICTIONS: Reprimanding and restricting access to various facilities on the campus for a specified period of time.

3. EXPULSION: Expulsion of a student from the institute permanently. Indicating prohibition from entering the institute's premises for participating in any student related activities or campus residences etc.,

4. MONETARY PENALTY: May also include suspension or forfeiture of scholarship / fellowship for a specific time period.

5. SUSPENSION: A student may be suspended for a specified period of time which entails prohibition on participating in student related activities, classes, programs, etc. Additionally, the student will be forbidden to use various facilities of the institute unless permission is obtained from the Competent Authority. Suspension may also be followed by possible dismissal, along with the additional penalties.

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7.1. CODE OF ETHICS

Introduction

Nandha Pharmacy College is contented to proclaim its policy of Code of Conduct and Ethics to be abided by the Faculty Members and Students. This Policy directs the standard procedures and practices for suitable Conduct and Ethics for the entire Faculty as employees and all the students who have enrolled in this Institute to study various Programs.

Scope of the Policy

The policy obligates the faculty members and students to strictly adhere to and follow this Code of Ethics and Conduct and their rights, and responsibilities. This document sets the guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute. The document is made available in both in soft and hard copies and it is also displayed in our Institute's website.

The policy may be revised from time to time by the various administrative bodies of the college based on the requirements.

Purpose of the Policy

The policy serves as a guideline to tackle the ethical issues that might come in the course of the functioning of the college. The code of conduct of the college is a set of written guidelines that specify the ethical norms, values and professional standards of conduct to which all members of the college are bound to follow. The policy would intend to:

- ❖ Proclaim the commitment of the college to ethical conduct and obedience to the law and the following of the standards of ethical behaviors.
- ❖ Make provisions for known or suspected ethical or logical violations and prevent unethical behavior and activities of any of the members of the college.

Jurisdiction

- ❖ The Institute shall have the jurisdiction over the conduct of the stakeholders associated / Enrolled with the institute and to take awareness of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in connection with the institute related activities and functions.

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- ❖ The Institute may exercise jurisdiction over conduct which occurs on campus violating the ideal student conduct and disciplines laid down in this Policy which shall include.
 1. Physical assault, threats of violence, or conduct that threaten the health or safety of any person including other students of the Institute;
 2. Possession or use of weapons, explosives, or destructive devices on campus
 3. Possession and Distribution of prohibited drugs, alcohol etc.
 4. Discriminating the students and faculty members by caste, community and religion.
 5. Any violation of the anti-ragging Policy and sexual harassment policy of the Institute against other students of the Institute.

Ethics and Conduct

This Code of conduct shall apply to all kinds of conduct of the students that occurs on the Institute premises including in activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the interest of the Institute or reputation.

At the time of admission, each student must sign a statement accepting the policy on academic honesty and integrity and affidavit related to anti ragging.

1. He/she shall be regular and must complete his/her studies in the Institute.
2. b) In the event, a student is forced to discontinue studies for any valid reason; such a student may be relieved from the Institute on written direction of the Principal.
3. c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and the fees of the Institute if any

All students must prevent from indulging in _____ any and all forms of misconduct including contribution in any activity which can affect the Institute's reputation significantly.

The various forms of misconduct include:

- Damaging or destroying the property of the Institute or property of other students and/or of faculty members intentionally
- Any troublesome activity in a classroom or in an event organized by the Institute.
- Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards, teachers and the staff

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Participating in the following activities will be viewed seriously and suitable punishment will be offered anyone proved guilty.

1. Host meetings and processions without permission of the Institute
2. Contact with any groups or organization that are banned by the Government.
3. Procession of harmful chemicals and banned drugs
4. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to the law or the policy.
5. Using Tobacco products inside the Institute
6. Parking a vehicle in a no parking zone or in an area earmarked for parking of other types of vehicles
7. Rash driving on the campus that may cause any inconvenience to others

Code of Conduct and Professional Ethics Committee

S.No	Designation	Role
1.	Principal	Chairperson
2.	Academic Coordinator	Member
3.	Administrative officer	Member
4.	Head of the departments	Members
5.	Wardens	Members
6.	Staff representatives	Members

Roles and Responsibilities of the Committee

1. The committee has been formed to identify and articulate the code of conduct and the policy on the ethical conduct for the major stakeholders of the college students, faculty, administrators and office staff.
2. The committee also should disseminate the appropriate code of conduct on the campus. The committee should review and incorporate the changes at specific intervals.
3. The committee shall take the initiative to plan and organize professional ethics programme for students, teachers, administrators and staff.

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8

CONSULTANCY/R&D/TEACHING ASSIGNMENTS

8.1 CONSULTANCY/R&D

- 8.1.1 The College encourages its teachers to take consultancy and R&D assignments within Institution, with other Institutions or Industries, appropriate to the teachers' competence.
- 8.1.2 The teachers shall undertake such assignments
- when the College is approached for such help and the College assigns such engagement to the particular teacher or
 - when the teacher himself/herself is approached by the outside agency for such support.
- 8.1.3 In either case, the teachers shall take up the assignment by obtaining the approval of the Principal/Chairman/Secretary in writing.
- 8.1.4 The teachers shall avail the administrative and infrastructure facilities available in the college for carrying out this/her assignment.
- 8.1.5 The teachers shall also associate with other members of the faculty in working on the assignments.
- 8.1.6 The teachers shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
- where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
 - in all other cases like consultancy assignments, it shall be 60:40 (40% to College).
- 8.1.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman/Secretary.
- 8.1.8 The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

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8.2 TEACHING ASSIGNMENTS

8.2.1. The College permits its teachers to take up teaching assignment with other educational Institutions.

8.2.2. A teacher, who has been approached for giving guest lectures in other educational Institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

8.2.3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another Institution, whether for remuneration or on honorary basis.

8.3 RESEARCH BENEFITS

8.3.1 For fulltime/Part Time Ph.D programmes, the faculty members have _____ to fulfill the requirements as per the The Tamilnadu Dr. MGR medical University, Chennai.

8.3.2 The faculty members pursuing Ph.D are facilitated with the following benefits.

- ❖ Members of staff pursuing PhD can avail 12 days On Duty per year for research work.
- ❖ Faculty members are financially supported by reimbursement of 50 % expenses (including registration fee, travel and boarding) for presenting papers in conferences/ attending Seminars, Workshop, FDP, and SDP etc.
- ❖ Travel tickets, loading bills, registration fee receipts are required to claim the reimbursement.

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8.4 R&D CODE OF ETHICS

Nandha college of Pharmacy is keen to restore and maintain the highest standards of honesty and liability in carrying out academic and research activities within the campus.

Objectives of Ethical Committee

- Ensure the highest scientific and ethical standards of research at NCP
- Ensure the highest scientific and ethical standards of research at NCP
- Normative ethics - includes determining what is right and wrong
- Compliance - includes instituted policies and regulations at the university
- Rigor and reproducibility – only kind of science that can offer social value and justify risks to subjects and financial investment in research.
- Social Value - means that research addresses problems of importance to society, generating knowledge used to solve real-world problems through new technologies or procedures.

Misconduct in Academic Research

Fabrication and falsification of data, plagiarism, or dishonesty in proposing, conducting, or presenting scientific results are all examples of academic research misconduct. Academic misconduct also includes deliberate, dangerous, or negligent deviations from accepted research practice, such as flouting an agreed protocol if and when this failure provokes absurd risk or harm to people or the environment, and when it facilitates research misconduct by collusion in, or concealment of, such actions by others.

Misconduct includes (and is not limited to) the following acts:

Plagiarism:

Premeditated replication of a manuscript, data, results, images, figures, process and ideas from others work, and reproducing others results without proper consent from the original authors.

Piracy: The deliberate exploitation of ideas from others without proper acknowledgement

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Abuse of Intellectual Property Rights:

Failure to observe legal norms regarding copyright and the moral rights of authors.

Abuse of Research Resources:

Failure to observe the rules concerning copyright and IPR of author

Defamation:

Failure to observe relevant legal norms governing libel and slander.

Misinterpretation:

The deliberate attempt to represent falsely or unfairly the ideas or work of other research

Personation:

Depredation and submitting others research as one own

Fabrication and Fraud:

Data fabrication without doing proper experiments, falsification of experimental data and ideas without sufficient replication of experiments deliberate reporting of data with misleading interpretations

Sabotage:

Acting to prevent others from completing their work. This includes stealing or cutting pages out of library books or otherwise damaging them; or willfully disrupting the experiments of others; or endangering institutional access to licensed research resources by willfully failing to observe their terms and conditions.

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Professorial misconduct:

Professorial acts that are arbitrary, biased or exploitative.

Denying access to information or material:

To deny others access arbitrarily to scholarly resources or to deliberately and groundlessly impede their progress

Misconduct in formal examinations:

Averting others from using instruments, stealing others' laboratory notebooks and damaging others' laboratory notebooks

Violations of proper academic practice can be divided into two categories.

1. Minor Violations:

Minor violations might arise due to inexperience or a lack of understanding of academic integrity standards, and they are generally characterized by the lack of dishonest intent on the part of the perpetrator.

They can be the result of:

- a. Weak procedures and methods that may jeopardize the integrity of the research but are not done on purpose or recklessly;
- b. Weaknesses that pose no major risks to either subjects or policies that they may influence on the whole, these minor violations can be seen as failings that reflect only poor, rather than unacceptable practices, and thus primarily require additional training and development rather than any formal disciplinary action.

2. Major Violations:

Major violations are academic integrity violations that are more serious in nature or influence a larger amount or aspect of the academic work than minor violations. The following are some key examples:

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- a. Deliberate, reckless, or excessively negligent behaviour that would clearly pose a significant risk to the research's integrity in some form.
- b. Conduct that may endanger subjects, the general public, the environment, or the institution's research reputation and research in general.

Plagiarism:

Plagiarism represents unethical scientific behavior which is never acceptable. Proper acknowledgement of the work of others used in a research work must always be given. Further, it is mandatory on part of each author to provide prompt corrections or errors in published work.

Degrees of Plagiarism:

1. Invalid source
2. Secondary source
3. Duplication
4. Paraphrasing
5. Repetitive research
6. Replication
7. Misleading attribution
8. Unethical collaboration
9. Verbatim plagiarism
10. Complete plagiarism

Plagiarism Checker Software:

Urkund Action/Penalty against defaulters; Any violation of the rule and other issue, complaints regarding plagiarism attracts disciplinary action to be imposed by committee within one month from the day of complaint. Depending on the type of acts and violation of code of ethics, suitable penalty or punishment against defaulters shall be recommended by the review committee.

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Procedures for Investigation of Research Misconduct

Investigation of proceedings

The Ethics Committee may carry out the following investigation proceedings

- A preliminary investigation to ascertain whether there is sufficient substance to the allegation to warrant a more thorough investigation
- A formal inquiry which may include the consultation or involvement of external experts when needed.

Investigation

Where possible, the investigation will include examination of all relevant documentation; relevant research data; laboratory notebooks; computer files; other materials; proposals; publications; correspondence; and memoranda, insofar as this is necessary for the investigation and compatible with the institute Data Protection Policy.

The Chair of the Ethics Committee may invite internal or external experts who are not involved in the disputed matter and who are not members of the Committee to attend meetings. Interviews shall be conducted with the complainant and the respondent. All individuals interviewed during the investigation will be asked to respect the confidential nature of the investigation.

Investigation report and recommendations

The Ethics Committee will produce a report stating: the procedures under which the formal investigation was conducted; how and, where appropriate, from whom information was obtained; the finding of the committee and the basis for these; a summary of the views of the respondent; and a description of any recommendations made by the committee.

Based on the investigation report and recommendations of the Ethics Committee, the Disciplinary Committee may decide on penalties (when considered appropriate)

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Penalties

Disciplinary actions recommended by the research committee may include but are not limited to:

1. Resubmission of an assignment or academic work
2. A failing grade for the examination or specific assigned exercise; or a failing grade for the course as a whole, depending on the importance of the work to the overall course grade
3. A letter of reprimand, issued by the chair of the Disciplinary Committee, which may or may not be recorded on the scholar's file
4. Suspension from the programme (for Students)
5. Suspension of grant/contract (For faculty)
6. Revocation of a degree or certificate (For Students)

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9

IN-HOUSE R&D/SEMINARS/WORKSHOPS

9.1 IN-HOUSE R&D

9.1.1 The College encourages its faculty members to undertake department-wise R&D activities along with students and other faculty members.

9.1.2 Faculty members can submit their proposals through the Head of the Department.

9.2 SEMINARS/WORKSHOPS

9.2.1 The College encourages its faculty to organize PCI /ISTE funded Seminars and Workshops for the benefit of fellow teachers and students.

9.2.2 The Management provides infrastructure facilities for funded programs.

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10

INCENTIVES-STUDENTS

10.1 STUDENT BENEFITS

- ❖ Nandha Scholarship Test has been conducted for the students to get their educational benefits for the duration of the course.
- ❖ A certain amount of fees will be deducted for a student who is taken care of by a single parent and the same for the alumni concerned.
- ❖ NCP supports student's education, on the basis of their academic or other achievements.

10.2 INCENTIVES AND REWARDS

The Management announces the following incentives and rewards for students:

- ❖ The BEST-OUTGOING STUDENT AWARD
- ❖ The BEST STUDENT AWARD (Department-wise)
- ❖ The BEST PROJECT AWARD.
- ❖ The BEST PERFORMANCE IN SPORTS
- ❖ The BEST PERFORMANCE IN CULTURAL ACTIVITIES
- ❖ Incentives for student project
- ❖ Free personality development, entrepreneurship, ethics, and communication skills, computing skills and placements specific programs for students on regular basis.
- ❖ Subsidized add-on skill programs as per Industries requirements.

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11

E-MAIL AND IT USAGE POLICY:

Foreword

This policy document stipulates how Nandha Pharmacy College, will handle email communication between its internal and external stakeholders. The policy puts in place a solid communication structure that will ensure proper e-mail communication system in place.

11.1 SHORT TITLE AND COMMENCEMENT

11.1.1 These may be called the effective e-mail usage policy of Nandha Pharmacy College. These policies supersede the policy, process and rules in existence, on the date these policies come in force.

11.1.2 This policy shall be applicable to all the employees of Nandha Pharmacy College

11.2 INTRODUCTION

The internet and electronic communication have revolutionized the way we run our system and it is very important to have institution policies that help employees to understand the usage of (and not use) these powerful tools. At their best, these tools make use efficient, productive and better informed.

An effective e-mail policy will encourage positive, productive communications while protecting our institution from legal liability, reputational damage and security breaches.

11.3 DEFINITION AND INTERPRETATION

In this policy unless the context otherwise requires

11.3.1 “Official Communications” means the communications from the institution (NCP) to employees that are important and that may trigger an obligation for the recipient to respond.

11.3.2 “Nandha Domain ID” means “nandhapharmacy.org” e-mail account assigned by the admin department of NCP.

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11.3.3 “**Internal communication**” means the exchange of information and messages between employees or departments across all levels of Nandha college of Pharmacy

11.3.4 “**External communication**” means the exchange of information and messages between Nandha Pharmacy College and organizations, groups, or individuals outside its formal structure.

11.4 PURPOSE

The purpose of this effective e-mail usage policy is to ensure the proper use of e-mail system and make our employee aware of what our institution has acceptable and unacceptable use of its e-mail system. This policy outlines the minimum requirements for use of e-mail within our NCP Network.

11.5 E-MAIL USAGE POLICY

11.5.1 Nandha college of Pharmacy provides every eligible employee with the institution e-mail account in order to access Official Communications.

11.5.2 All employee who has an official NCP e-mail id have a responsibility to ensure that they make appropriate and proper use of the system and also all use of e-mail must be consistent with policies and procedures of ethical conduct, safety, compliance with applicable of college norms and practices.

11.5.3 E-mails sent by the institution or its representatives to the institution, e-mail is an official form of communication to employees. It is the responsibility of employees to receive such communications and to respond to them as may be necessary. Official e-mail Communications may be time-critical and employees are expected to review messages sent to their official e-mail account on a daily and consistent basis.

11.5.4 Employees with an official e-mail account are responsible for managing the account in a manner that maintains sufficient space for e-mail to be delivered.

11.5.5 All employees must use the digital signature as per the policy of e-mail communication. Digital signature template will be shared at the time of joining. Digital signature comprises of concerned employee name, photo, designation, department, phone number and website.

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Assistance for managing the NCP e-mail account can be requested from the Automation department.

11.5.6 NCP e-

mail accounts should be used primarily for official purpose only and personal communications and non-related commercial uses are strictly prohibited. Employee may not use private e-mail accounts, such as gmail.com, yahoo.co.in and hotmail.com etc. for official purpose.

11.5.7 Employees are prohibited from automatically forwarding official e-mail to a third-party e-mail system.

11.5.8 In e-

mail, employees should not present personal views as the institution's views, should not distribute copyrighted material and share confidential material of Nandha Pharmacy College to the outside entity.

11.5.9 Any employee who fails to comply with the Policy and the guidelines may be subjected to disciplinary action. It is the responsibility of HODs and Unit heads to ensure that their staff are made aware of the existence and content of the Policy and of the guidelines.

11.5.10 Nandha Pharmacy College reserves the right to access and review e-mail communications as per this policy.

11.6 NCP E-MAIL ETIQUETTE

NCP provides e-mail etiquette to their employees to enhance the effectiveness of communication.

11.6.1 **Professionalism**—e-mail should be professional and respectful in tone irrespective of formal or casual.

11.6.2 **Spelling/grammar**— Spelling and grammar check should be enabled before sending e-mails.

11.6.3 **Proofread**—Before sending, employees should re-read their e-mail to correct errors, check tone and avoid miscommunication.

11.6.4 **Address**—Add the e-mail recipient's address after composing the e-mail to avoid sending an unfinished / unedited message and also double check the recipients' address before sending.

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11.6.5 Signature – Employees must include prescribed information and format as part of their signature (Name, Designation, Department, Photo, website address and phone number only).

11.6.6 Reply all – To respect others' time and inbox capacity, limit replies to those who need to know the information being conveyed.

11.6.7 Forward–

It's probably best not to forward without permission or at least to review all content that will be forwarded to avoid sending sensitive information and also do not alter others' text.

11.6.8 Turnaround / response – Employees are expected to respond to e-mails both internally and externally within a reasonable time frame.

11.7 E-MAIL SECURITY

E-mail is often the medium of hacker attacks, confidentiality breaches, viruses and other malware. These issues can compromise our reputation, legality and security of our equipment.

- ❖ Employees must follow certain rules to avoid a perilous situation.
- ❖ Select strong passwords with at least eight characters and without using personal information
- ❖ Remember passwords instead of writing them down and keep them secret.
- ❖ Change the e-mail password every two months.
- ❖ Employees should always be vigilant to catch e-mail that carries malware or phishing attempts.
- ❖ Check e-mail and names of unknown senders to ensure they are legitimate.

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11.8 POLICY COMPLIANCE

HR will verify compliance to this policy through various methods, including but not limited to e-mail access, server monitoring, e-mail tool reports, internal and external audits and peer feedback.

11.9 CONSEQUENCES OF BREACH OF RULES AND CONDITIONS

Employees who do not adhere to the present policy will face disciplinary action up to and including termination.

Following are the few actions amounting to termination

- ❖ Using NCP official e-mail address to send confidential data without authorization.
- ❖ Sending offensive or inappropriate e-mail to colleagues or others.
- ❖ Using NCP official e-mail for any illegal activity.

11.10 EXCEPTION

Management has the right to revise the policy at any point of time in meeting the need.

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11. 11ITINFRASTRUCTURE

Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities

- ❖ Our Campus had focused consistently deployed best-in-class IT infrastructure and Applications development for Academic and Research support.
- ❖ The campus has been enabled internet service with 500 Mbps in administration to process.
- ❖ There are totally 150 desktop systems (i5 /8GB RAM/256 SSD Hard disk) available and maintained with almost zero downtime in the campus with constant up-gradation. And for every year lower end configurations and obsolete systems are periodically replaced.
- ❖ The Automation Centre maintains the Servers and Networks which provide Computing facility with Network connectivity, across the college and other buildings of the campus including hostels and quarters.
- ❖ The Automation Centre consisting of all the systems and staffs, will work under one-rooftaking care of all the Network, Hardware, Software, Projector and UPS maintenance activities of the Institution. 11- Biometric devices are installed at various blocks to capture the fingerprint of faculty and hostel students to mark their attendance.
- ❖ Our campuses are equipped with wired and wireless internet access which require to access internet from class rooms, library, labs and residential areas such as hostels.
- ❖ 85 -WIFI network systems are available, in all parts of the campus including hostels, enabling the students to access the learning materials and the Internet uninterruptedly.
- ❖ Highly secured internet firewall security (Cyberoam 750-ING) and Sophos Antivirus protection for the entire systems, which is used inside the campus. This will stop sophisticated application-layer threats right at the network perimeter, ensuring Application Security with Class A connectivity and parallel lines to ensure 24*7 services.
- ❖ Email-ids for the students and staffs are generated by the IQAC.
- ❖ Secured internet service with login credentials are provided to everyone in the campus which logs usage pattern, time chart and bandwidth allotment. Proper policies are framed on time to time to control internet usage in the campus.

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- ❖ Xeon servers (HP proliant ML 110G5 Intel Xeon processor X3430) and Rack servers of Dell PowerEdge R740-56 Core Processor (28*2) are mainly used for internet connectivity for high speed and ubiquitous capacity internet access.
- ❖ There is a Microsoft Connection Agreement (MCA), which is used for internet connectivity, and which is renewed yearly.
- ❖ Entire campus is connected through fiber optic cable (FOC) spanning over a length of 2000 Meters. The LAN connectivity is made through CAT 5e and CAT 6 cable.
- ❖ Networking infrastructure is supported by end-to-end fibre optic cable backbone, Gigabit optic modules and enterprise class switches and routers.
- ❖ Security of the networks and systems are managed by firewalls supported by the Cyberoam 750 ING for email protection, applications and cloud security, network security and data protection.
- ❖ Campus uses only licensed software for research, teaching-learning and administrative purpose without violating proprietary software.
- ❖ 20 Surveillance Cameras are fixed in and around the Campus for security and safety purposes and they are maintained by the system administrators.

Student -Computer ratio

Number of Students: Number of Computers = **3:1**

Bandwidth of internet connection in the Institution and the number of students on campus:
500 MBPS

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E-Governance

Policy Scope

12

The scope of this policy extends to:

- Administration
- Student Admission
- Examination
- Library
- Accounts and Finance

Objectives

- To provide easy and quick access to information.
- To provide a simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To make campus Wi-Fi enabled.
- To make the institution visible globally.
- To achieve efficiency in all functioning.

The College decides to make the following policies and procedure:

Website

The website acts as an information centre which exhibits the college activities, important notices, courses offered, etc. A Website Committee is constituted and headed by the principal and members from each programme. The Committee looks after the process of updating, maintaining and working of the website on a regular basis. The Committee also looks for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through the website. All the important notifications are streaming live on the website as and when they are released.

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Student Admission

Clear and easy admission process is followed which is strengthened by ethical practices and regulations as stated by the university. The College brings out its brochure which is displayed on the website that has guidelines for the admission process. After receiving approval from DOTE, student portal will be created through which the students can pay the tuition, mess, bus, hostel and exam fees.

Every year NCP organizes a scholarship test (NST) to sanction scholarship fee for the student in national wide and the link for the scholarship test posts before a month of the exam in the website. Students are required to submit a separate application form for taking admission to the college through the link given in the college website. Admission portal is used to manage the admission process like selection of courses, fee details, transport details through this portal only.

Accounts

The office continues to maintain its account on Tally Prime Gold Version 9.0.1. For ease of maintaining accounts, the latest version of the software is purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software. All the analysis reports are also generated through software. Appropriate security measures are taken for maintaining confidentiality of the transactions.

Library

The College sustains its academic excellence through maintaining a well-stocked library. The College adds more and more e-learning resources for the benefit of the faculty and the students. The College continues to subscribe new e-journals/printed version of journals and books regularly. Recommendations are taken from the faculty members and students while subscribing to the e-resources. Faculty members suggest to get books of different authors for the courses to update the knowledge of the learners.

- The Library is installed with fully automated ILMS software to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.

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- The college provides access to add-in library licensed e-journals from the departments and digital Library.
- The Database Maintenance module covers all operations of database creation and maintenance.
- To encourage original writing among students and faculty members, the Library is provided with the access to fully automated software to check plagiarism.
- The entry of the student and staff are counted and registered.

Administration

- The regular attendance of all the staff is monitored through the Bio-metrics system.
- Administrative Office uses reformation software to maintain effective database.
- To provide a hassle-free, convenient and smooth process, administration of the college is made paperless.
- Admin Staff is provided with adequate training with new technology.
- The activities of students inside the campus and college buses are monitored through CCTV.
- The feedback mechanism is attained through the software and the link is posted in the website for easy access.

Examination

- The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and report discrepancies, if any. Since the college is autonomous, all the documents related to examination are processed using the software.
- COE automation package is developed by Nova Software and Hardware Solutions (p) Ltd. This package includes student data, courses allotment, course entry, application generation printing, application receipt/student confirmation, Exam Hall entry, absentee entry, external mark entry, moderation process and result publishing.

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Alumni

A separate alumni page is created on the website, in order to strengthen the alumni relationship and it provides facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association is consulted for regular updates and database management. The information regarding the Alumni meet is posted through portal also. An Alumni coordinator at the college level is the appointed to take care of future activities.

ICT tools

Hardware and Software Infrastructure

- ❖ The College has an adequate number of desktops and laptops for students and faculty members.
- ❖ The Computers and printers are made available in all departments, IQAC cell, COE office, Library and administrative office.
- ❖ Projectors and other multimedia devices are provided in all Classrooms, Auditorium, Seminar halls and Laboratories.
- ❖ The infrastructure is complemented by resograph machine, computer networking devices, scanners and interactive teaching board/smart board etc.
- ❖ The department laboratories are equipped with necessary software packages.
- ❖ The college maintains adequate configuration servers to allow fast transmission of data to the various computers.
- ❖ Office automation packages for desktops and laptops like MS Office and Antivirus are purchased and updated regularly.

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Research Policy

Nandha college of Pharmacy is committed to serve the society by conducting state of art research on par with the national and international standards. Our college creates an open platform to foster academic excellence and to pursue scholarly research activities. Researchers will abide by the research policy of the Institute in accordance with the two key principles namely, Quality and Ethics. They are also responsible for ensuring that the research practices are carried out in conformance with the The Tamilnadu Dr. MGR medical University research policy.

Academic Research

1. Norms for Doctor of Philosophy (Ph.D.)

- 1.1. Candidates should enroll and register at Nandha Pharmacy College on getting provisional registration letter from The Tamilnadu Dr. MGR medical University and renew their registration during second week of January/July every semester. For full time scholars, every day attendance is preferred.
- 1.2. Candidates should present his / her progress of research in the review meeting once in six months during third week of January / July and submit the Half Yearly Progress Review Report to the department in which they have registered. The schedule for the review meeting would be prepared and announced by the concerned department.
- 1.3. The faculty after the award of Ph.D., shall get the guidance within 3 years. A supervisor, at any point of time, can guide 8 scholars at the maximum (including joint supervision). However, the number of full-time scholars to the supervisors can be limited by the institution time to time based on the infrastructure availability. Prior approval / permissions should be obtained when there arises a need to guide more than the stipulated number of scholars under special / extraordinary / circumstances.
- 1.4. The Supervisor shall endorse the candidate to publish their research work. The candidate shall publish their research paper in reputed (The Tamilnadu Dr. MGR medical University Annexure / Scopus / SCI / SCI-E / ESCI, Indian Citation Index) indexed conferences / Workshops / Journals) after obtaining formal permission from the respective Supervisor. The form should enclose both the paper and the Urkund report of the paper. Only after checking

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five years and he / she shall be debarred from guiding the scholars, besides other disciplinary action.

3.5. Providing generous seed funding to the faculty members to publish their research findings in refereed Journal / Conference.

3.6 Providing international travel grant to faculty and students to enable them to participate and present papers in International Conferences or to attend the internship training in an emerging area.

4. Sponsored/Collaborative Research Project

4.1. The faculty shall apply for funding support from the Govt / Industries, to do Sponsored / Collaborative research based on the call for proposals from the agencies.

4.2. A Department Level Proposal Review Committee / Project Review Committee (PRC) shall be constituted that comprises of Principal Investigator, Subject Expert, HOD for proposal assessment.

4.3. The PRC shall forward the proposals upon review to the principal for approval towards the submission of proposals to the funding agencies

4.4. The Principal Investigator shall then submit the application along with supporting documents based on the approval to the Funding Agencies.

4.5. The PIs shall create a new Head of Account and prepare a Stock Register with proper entries of purchase of recurring and non-Recurring items upon sanction of the project by the funding agency.

4.6. The PIs shall appoint a Project fellow (if applicable) by means of advertising and then selection shall be done by conducting the interview based on the budget approval of the funding agency. The interview panel should be constituted with one external expert member along with PI and HOD.

4.7. The PIs shall attend the Progress Review Meeting (Once in six months) conducted by the Progress Review Committee that comprises of Principal, HOD's R&D and expert

members. The PI shall submit the Half yearly Progress Review Report to the Dean concerned.

4.8. The PI shall prepare Project Completion Report on completion of the project duration according to the guidelines of the funding agency.

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- 4.9. The PI shall prepare the Utilization Certificate (UC) duly signed by the Auditor.
- 4.10. The PI shall submit the Project Completion Report, Utilization Certificate and Publications/patent list to the Sponsoring agency through the Dean and the Principal.

Remuneration Policy for Consultancy, Testing and Sponsored Research projects

Faculty members who are doing Consultancy, Testing and Sponsored Research projects are entitled to get remuneration as per the following norms.

Consultancy and Testing Assignments

- ❖ The consultancy charges shall be shared as 20:80 for the College and the faculty members respectively.
- ❖ The testing charges are shared as 40:60 for the College and the faculty members respectively.
- ❖ The maximum remuneration is capped at Rs. 1.00 lakh per project per faculty member.
- ❖ The faculty members who are going for consultancy and testing work outside during the College working days are entitled to apply for on-duty leave.
- ❖ The faculty members who are going for testing work outside the College should get necessary out pass from the department and College.

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Sponsored

Projects Clause

1

- ❖ Faculty members who do sponsored research are entitled to get remuneration as per the guidelines of sponsoring agency.
- ❖ The maximum remuneration is capped at Rs. 1.00 lakh per project per faculty member.

Clause 2

- ❖ For consultancy projects sponsored by government agencies, the project Principal Investigator (PI) is entitled to get the actual expertise charges as approved in the financial budget.

Clause 3

- ❖ The faculty members are eligible for project remuneration only after getting the completion certificate / approval of the final Utilization Certificate from the sponsoring agency.

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14

TEACHING AND LEARNING POLICY

Ratio of student to mentor for academic and other related issues.

STUDENT MENTORING SYSTEM

Mentors serve as a thought partner for students on their academic journeys and empower students to become autonomous learners and agents of their own change. A well-structured mentoring system exists in Nandha college of Pharmacy. A faculty mentor is assigned with approximately 15-20 students.

The mentor system aims to

- Develop a friendly relationship between the mentor and the mentee.
- Improve the academic atmosphere by allowing students to seek mentors for both educational and personal advice.
- Increase student understanding and support for career preparation by encouraging them to pursue campus placement, higher education, and entrepreneurship.
- Provide guidance and support to help students enhance their academic performance.

Ongoing Process

- ❖ The HOD and class advisors allocate approximately 15-20 mentees to one mentor at first year level. The assigned mentor is responsible to help the students till their graduation.
- ❖ Mentors play a vital role in enhancing the students' academics consistently. The students are benefited by the continuous expert guidance of the mentors.
- ❖ The mentor-mentee meeting is convened thrice in a semester. Apart from the meeting, the mentors will continuously monitor, counsel, guide and motivate the mentees.
- ❖ Based on the information collected during interactions and observation the faculty analyzes the students' performance and involvement in academics including their attendance, theory courses, practical courses, communication skills, placement training programs, competitions. Further, Certification courses, industry training programs, Industrial visit, internships and the student's interest and involvement in other activities like NSS, sports, club activities etc. are assessed.

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- ❖ The students academic and personal grievances are identified. In academic related issues, the mentors identify the slow and fast learners based on their performance in the class tests and Continuous Assessment Tests. Remedial actions are suggested through their subject teachers concerned.
- ❖ The fast learners are continuously guided and motivated for their career opportunities, competitive examinations and for doing higher studies.
- ❖ Mentors contact parents to update their wards performance in academic as well as non-academic process.
- ❖ Challenges are common amongst the students. The capacity to face them and to achieve success needs motivation. Motivation is provided through constant encouragement by the mentors. Mentors help to resolve, avoid potential problems, help students to blossom and realize their true potential.
- ❖ The students with challenging problems are taken for psychologist's counseling in person. The eccentric students are identified and counseled by the Psychologist. Feedback is obtained from both the students and mentors after counseling by the Psychologist and the proctors monitor their students continuously.

The main focus areas of the mentor and functions are described as

follows Professional Guidance

- ❖ Encouraging students to attend technical workshops, hands-on training programmes, and symposiums which will improve their practical and research skills. Selected students receive industry-based training in order to improve their employability.
- ❖ Motivate students to submit their ideas as posters or oral presentations at various symposiums.
- ❖ Mentors assist students in selecting the project that will provide practical exposure.

Academic Guidance

- ❖ Academic calendars, academic schedules, and e-learning materials are shared.
- ❖ Identify students who have poor attendance and counsel them in the presence of the HOD to help them improve their attendance.
- ❖ Focus on academically struggling students by giving extra reading materials, example questions with solutions, and remedial programmes.

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Career Advancement

- ❖ Students are encouraged and guided to register with professional groups such as GPAT NIPER, GATE, and others in order to raise awareness and expand their knowledge of various activities and state-of-the-art research.
- ❖ Encourage and support students to enroll in online certification courses in order to reinforce and expand their qualifications for academic advancement and to stay current with recent technology.
- ❖ The training and placement cell organizes campus recruitment drives and provides career counseling and other training. Assist students in preparing their resumes for job applications and other opportunities.

Laboratory Specific

- ❖ Advise sporadic students to attend lab classes on a regular basis and finish backlog experiments within designated extra hours.

360 Development

- ❖ Encourage and support students' holistic development through participation in literary, cultural, and sports activities, professional society activities, and inter-institutional activities that help students develop leadership qualities, decision-making abilities, team spirit, socio-psychological awareness, and shape them into intellectually integrated individuals.

Personal development

- ❖ Regular interaction, meditation workshops, and other specialized workshops / activities are organized to empower and equip individual students to counter and manage with physical, emotional, mental, social, and environmental obstacles.
- ❖ Mentor and HOD engage in family/peer counseling to build students' interpersonal ties and to improve their grades.

Entrepreneurs/ Startup

- ❖ Students are encouraged to choose entrepreneur as their career and to become a job producer rather than a jobseeker.

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- ❖ Students are educated on the importance of both employability and entrepreneurship abilities.

Industry Interaction

- ❖ Interaction and counseling is provided to students on a regular basis in order to bridge the gap between industry and institute.

Co-Curricular Activities

- ❖ Encourage students to engage in one or more activities planned by the student affairs cell in order to develop leadership and interpersonal skills.

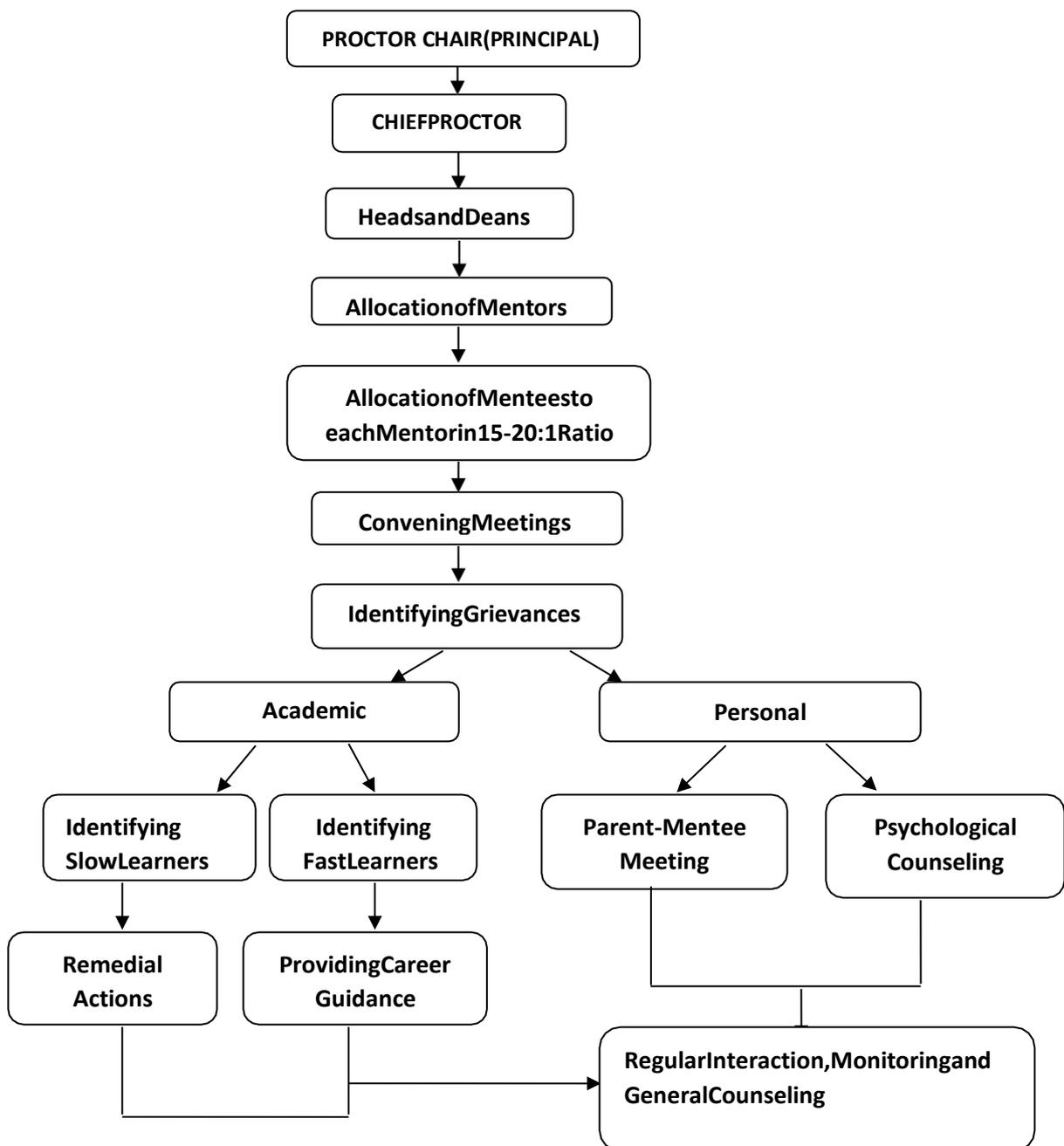
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Placements

Inform students on the current state of their specific domain industries and provide information on qualifying criteria and essential abilities

PROCESSFLOW OF MENTORING SYSTEM



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PLACEMENTPOLICY

Role

- ❖ Through individual counselling and group sessions, students are assisted in developing/clarifying their academic and career interests, as well as their short and long-term goals.
- ❖ Maintaining and updating the student database on a regular basis
- ❖ Maintaining a company database and forming strategic partnerships for campus recruitment
- ❖ Obtaining information about upcoming employment fairs as well as other related job postings.
- ❖ Coordinating with business firms to learn about their needs and recruitment opportunities
- ❖ Identifying the goals and expectations of business in order to assist them in finding the best candidates
- ❖ Organizing student pre-placement training, workshops, and seminars
- ❖ At the end of the fifth and sixth semesters, assisting students with industrial training.
- ❖ Providing information and activities to help people plan their careers.
- ❖ Providing a link between students, alumni, and the job market
- ❖ Assisting students in securing jobs in reputable companies

Career Guidance

- ❖ Posting information about competitive and industrial career opportunities on departmental bulletin boards.
- ❖ Informing students about government job prospects and off-campus recruitment drives.
- ❖ Organizing motivational speeches.
- ❖ Identifying centric students and providing counseling by Psychologists.
- ❖ Organizing Workshop on Expectation Management
- ❖ Organizing Personality Development Workshops
- ❖ Conducting Programs for Imbibing Skills

Training & Development

Keeping in view the industry requirements, the training curriculum is designed for preparing the students for entry-level Graduate pharmacist Trainees.

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15

CATERING TO STUDENT DIVERSITY

The institution assesses the learning level of the students and organizes special Programmes for advanced learners and slow learners.

POLICY ON SLOW LEARNERS AND FAST LEARNERS

Institution adopts several strategies to induct the enrolled students into the programs of their choice and to bridge the knowledge gap that they might experience in their fresh areas of study. Continuous Internal Assessment System helps to identify fast learners and slow learners. Students undergo various methods of evaluation and written tests. Based on the test performance, students are categorized as slow and fast learners.

SLOW LEARNERS

The slow learners are encouraged to meet the faculty after the college hours. Previous years solved question papers are distributed to the above category students which help them to improve their academic performance. Tutorial and remedial classes are conducted for slow learners. Parents of slow learners are called to discuss the progress of their wards.

Courses like personal values, interpersonal values, soft skills and employability skills are being conducted in the college. Many guest lectures are arranged so that the students can gain extra knowledge. Evening classes are conducted for slow learners as shown in Figure.

FAST LEARNERS

Fast learners are encouraged to utilize every opportunity that enhances their potential. This helps them to improve their standard of excellence.

The students are provided with motivational talks, classroom discussion, participation in classroom seminars and training by resource persons from outside as well as inside the institution which is meant to encourage them.

Awareness program for GPAT, NIPER, GATE, Bank and competitive exams are regularly provided to the students. The College has provided the following facilities for career guidance:

- ❖ Student Industrial Preparatory wing focuses on industrial relevant subjects with faculty trained by industry.

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- ❖ Placement and training cell with Placement Officer and Trainer provide training from the beginning of the first year.
- ❖ Online test, mock interview's, group discussion is given to the students, making them ready for placement.
- ❖ Inviting companies for presentation and conduct of campus placements.
- ❖ Career Development Cell provide training and awareness programs to improve students' skilling Competitive exam and GATE.
- ❖ Entrepreneurship Development Cell motivates the students to become entrepreneurs through regular Entrepreneurship Awareness Camp programs and thus make them job providers rather than job seekers.

Steps for Improving the Performance of Slow Learners

- ❖ Students who scored less than fifty percentages are given more attention by conducting classes beyond working hours and weekends.
- ❖ Retest is conducted for the slow learners. Solved study materials are also given to the students.
- ❖ Important topics in each course, based on university question papers are also discussed in the special coaching classes and week end classes.
- ❖ Special attention is given to the students during tutorial classes.
- ❖ Mentoring system is followed to help at individual levels.
- ❖ Mentoring or Counseling is to support or encourage students to learn by maximizing their potential and develop their skill which enable them to improve their performance in both academic and extracurricular activities.

Methodologies to Encourage Bright Students

- ❖ Students with good academic performance and outstanding co-curricular activities are motivated by several means.
- ❖ In the college annual day function, special awards are given to the class toppers, college toppers.

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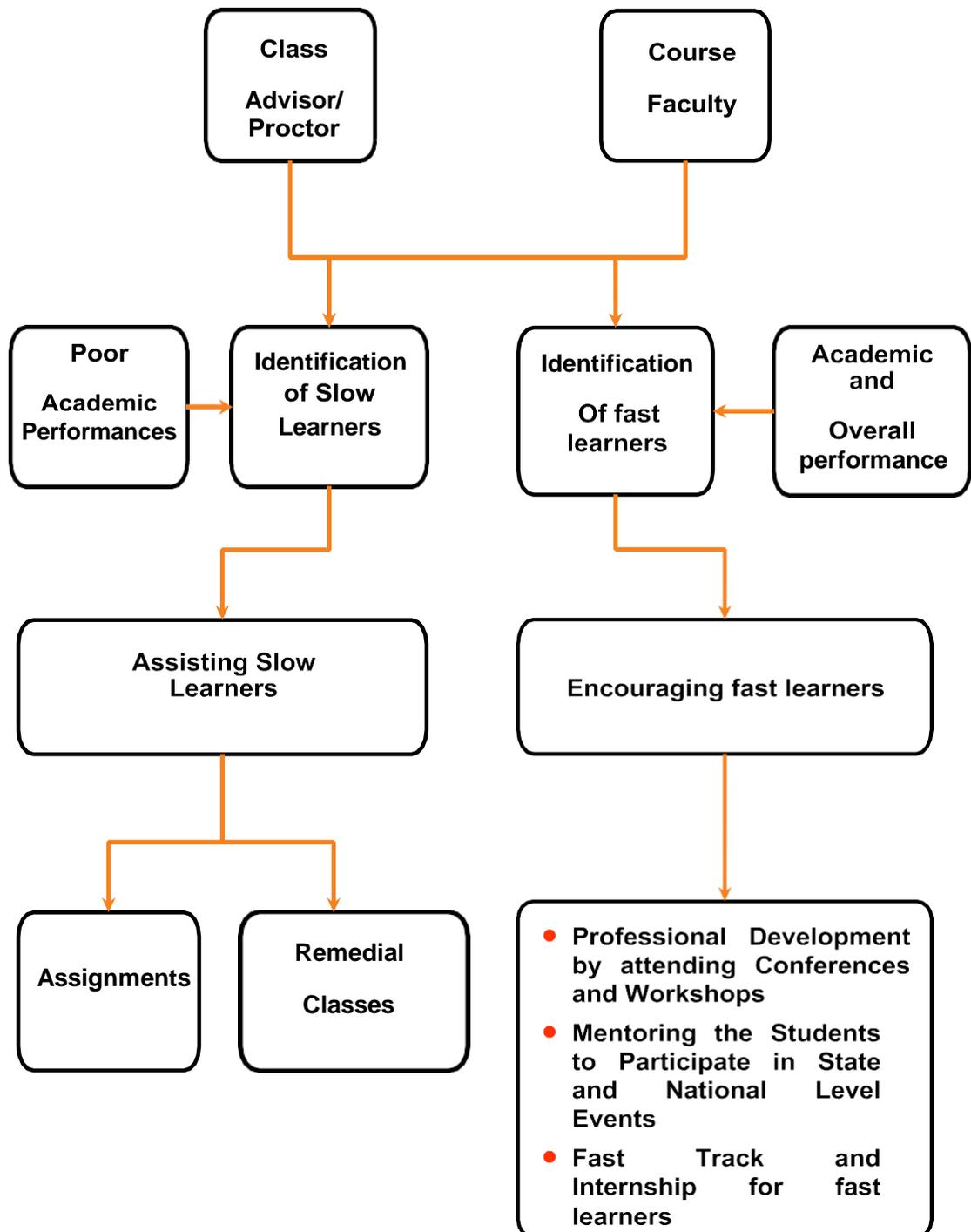
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- ❖ Rankholders are honored during their graduation day function. Every year, the students who secure good academic record are identified and appreciation given by the Head of the department. Toppers are also given access to use department library books to enhance their technical knowledge.
- ❖ During the tutorial hours, extra problems are given to the bright students to develop their analytical skills.
- ❖ To improve their interpersonal skills, students are given special training through Campus Connect Programs.
- ❖ Mock Interviews are also conducted for them to improve their confidence level to face the interviews. Students are encouraged to participate in symposia, seminars, workshops and conferences organized by other institutes and home organization.

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Methodology to support slow learners and encourage fast learners



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NANDHASCHOLARSHIP POLICY

Nandha college of Pharmacy

is committed to promote meritorious students and making professional education accessible to the needy students. In today's world, education has become one of the most essential and expensive assets for the middle incomeers. Nandha College of Pharmacy offers merit scholarships to deserving students. Educational scholarships, fee waivers and concessions are granted to deserving students with exemplary academic and extra-curricular records.

NCP aims to induct and transform meritorious rural students from economically disadvantaged backgrounds, providing financial support and quality education. Toppers from rural Government schools are selected for free education at the UG level every year to bridge the urban- rural divide in the country. First-graduate students are given priority.

NCP awards scholarship for academic merit, sports, artistic abilities or their community. Students receive reinforcement for being a positive presence in and out of the classroom. Whether the scholarship has been awarded for academic or non-academic achievements, it's a source of pride for both students and parents. Award of scholarship builds a student's self-confidence in the process.

Nandha College of Pharmacy supports the budding generation for their excellence in academics and sports with a special emphasis on spreading the light of education among meritorious and deserving students from economically and socially deprived sections of society and also to promising young players with a view to encouraging talent.

In addition to free education, the management of Nandha College of Pharmacy renders scholarship to students in a variety of categories, including

- ❖ Nandha Scholarship Test (NST)
- ❖ Nandha Merit Scholarship
- ❖ Nandha Concession
 - Sports Scholarships
 - Single Parents Scholarships
 - Alumni Scholarships

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- Own Brother/Sister Scholarships
- Special Scholarship

The primary objective is to allow the exceptionally gifted and promising students to pursue their education tension-free without the worry of financial constraints.

NANDHA MERIT SCHOLARSHIP

Nandha College of Pharmacy offers merit Scholarships to students based on the performance in their 12th grade board examination and Diploma percentage for Undergraduate students, and also provide scholarship to Post Graduate students based on their Under Graduate percentage. Scholarship is also extended to the children of the employees and to the students who have already studied in Nandha Group of Institutions. Scholarship awarded to meritorious students with financial assistance, which helps them realize their educational dreams of achieving a fulfilling career. The merit-based scholarship evaluates a student's merit on the basis of their academic records.

UG B.PHARM(First Year)	
HSC-Cut Off Mark Percentages(%)	Scholarship
90 & Above	100%
85 to 89	75%
82.5 to 84	50%
80 to 82	25%

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DirectSecondYear(Pharmacy)	
DiplomaPercentages(%)	Scholarship
85&Above	100%
80to84	75%
75to79	50%
70to74	25%

M.PHARM Courses	
UGPercentages(%)	Scholarship
CGPA8.5&Above	100%
CGPA8to8.4	75%
CGPA7 to7.9	50%

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NANDHASCHOLARSHIP TEST(NST)

Sri Nandha Educational Trust believes that a little encouragement can go a long way in inspiring the students to express their proficiency, win appreciation and prepare their mind for higher targets in the future. Nandha Scholarship Test is a special initiative designed to encourage the students to earn scholarships and fee concessions based on the scores they receive on the Scholarship Test conducted by Nandha Group of Institutions. The purpose of the scheme is to identify talented students and nurture their talent. Many aspiring students got benefitted out of the Scholarship Test during every Academic Year.

NST Exam Marks(100)	Concession(Tuition Fees)
Above 80	Full Free
71-80	Rs.30,000/year
61 -70	Rs.15,000/year

NANDHA CONCESSION

As a part of Nandha Concession, the College offers the following Scholarship:

Sports Scholarship

Nandha College of Pharmacy also has an excellent financial aid program in the form of sports scholarship to support budding sportsmen and sports women who have represented their institution in the university, state, national and international level of sports and games. The scholarship is extended to the subsequent years of study.

Level	Scholarship
National Level	100%
State Placed	50%
Divisional Placed	25%
District Placed	10%

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SingleParentScholarship

A Student from Single Parent Family shall apply for the Scholarship Amount of Rs.10,000peryear.

AlumniScholarship

This ScholarshipcanavailablefortheAlumnistudentsfromNandhaschool, NandhaArts&Science& NandhaPolytechnic.Aforementionedstudentscanavailthisscholarship.

OwnBrother /SisterScholarship

AStudent'sownBrother/SisterisstudiedorStudyinginthe InstitutioncanavailthisScholarshipamountof Rs.10,000per year.

SpecialScholarship

This scholarship is only available to students whose family's annual income is less thanRs. 50,000 per year.Students in this category are eligible for this scholarship. Scholarships arealsoextendedto the children of theemployees ofNandhaGroupofInstitutions.

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GRIEVANCE REDRESSAL CELL OBJECTIVES

OBJECTIVES

The Principal shall assess the staff requirement for the next academic year in the month of April every year.

Grievance Redressal Committee and portal has been formulated in NCP in order to register and rectify the grievances. The link of the Grievance Redressal Mechanism had been displayed at prominent places.

- To uphold the dignity of the College by ensuring a strife-free atmosphere through promotion of cordial Student-Student and Student-Teacher relations.
- To encourage the Students to express their grievances/problems freely and frankly, without any fear of being victimized.
- To redress the registered grievances at once or within a month according to the nature of the Grievances.
- To monitor the complaints on the website and to arrange a meeting for grievance redressal committee members and discuss the complaints.
- To notify the decision taken by the committee member to the knowledge of the respective HOD's and Principal.
- To intimate the effective redressal of his/her grievances to the person concerned through website.
- To resolve the grievances registered anonymously.
- To ensure effective solution to the student's grievances with an impartial and fair approach.
- To redress the complaints received from government school students who got admitted under 7.5 percent age criteria.

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SCOPE

The cell deals with grievances received from the students about any of the following matters

- Academic Matters: Related to timely issue of duplicate Mark-Sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial matters: Related to Library, Hostel and College dues and payments
- Other Matters: Issues related to sanitation, preparation of food, availability of transport, victimization by teachers etc.

The College has an in-house counselor to offer support and guidance to students in need of help.

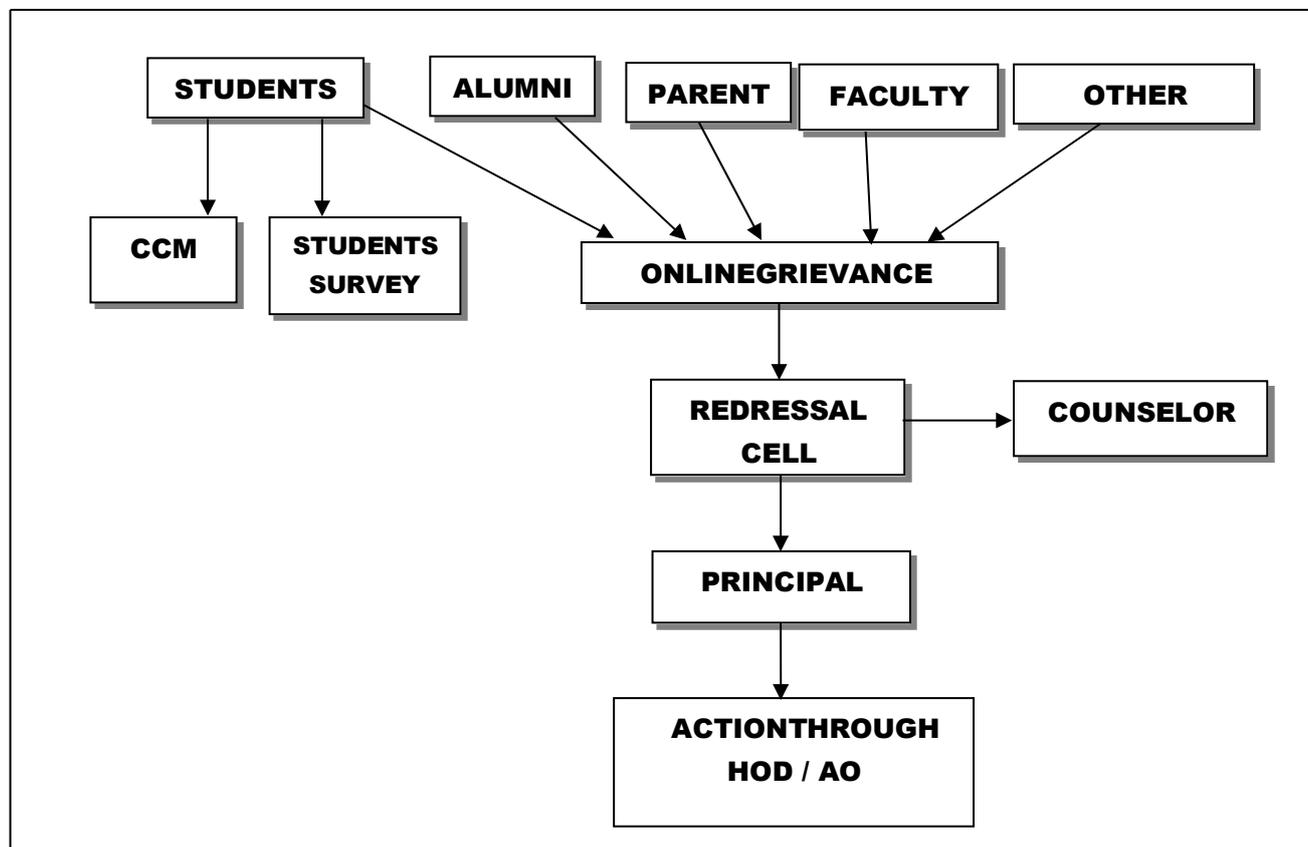
Role and responsibilities of the counselor are:

- To work with designated persons as a thinking partner, a revealing mirror, and a pacesetter among others
- To help students increase their self-awareness so as to make them more effective as an individual and in turn, effective in their learning.
- To help in leveraging the core capacities of students.
- To observe and be more vigilant in dealing with students' problems.

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The Mechanism of Grievance Cell



Grievance Redressal Committee Members

S. No	Member Name	Position
1	Dr.T.Prabha	Chairperson
2	Dr.P.Amsa	Convener
3	Mrs. P. P. Sethumathi	Member
4	Mrs. S.V. Chitradevi	Member
5	Mrs. M.Sangeetha	Member
6	Ms. L.Lathamani	Member
7	Ms.N.A. Harsha	Member
8	Ms. Neelita Dhavamani	Member
9	Ms. K.Ragasuwedha	Member
10.	Mrs. Subramani Janaki	Member

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Procedure for Lodging a Complaint

Students, Alumni, Parents, Staff Members and others can register their grievance through the given link.

Register your Grievances @ URL: nandhapharmagrievance@gmail.com

The Cell is having the provision of being reconstituted every year if situation

arises for so by the Principal himself along with

suggestions sought from the in charge administrative body. Care is taken to select staff

members from varied streams.

Redressal of Grievance

- a) The complaint letter/email should contain the Complainant's name and contact details, copies of supporting documents, wherever applicable.
- b) All the complaints shall be registered in NCP Grievance portal
- c) If the grievance is resolved within three working days, the resolution shall be communicated along with the acknowledgement to the complainant.
- d) The complaint shall be addressed as early as possible and within a maximum of 30 days of the receipt of the complaint.
- e) All complaints shall be dealt with and monitored by the Grievance Redressal Committee Organization.
- f) The Grievance Redressal Committee would monitor the resolution of complaints received from the Complainant and periodically put up the same for review by the Senior Management.
- g) The Grievance Redressal Policy is accessible to all and it ensures that information is readily available on the modalities of making and resolving complaints. This policy is available on the website and also at the offices of this organization.

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Closure of grievance

Every grievance shall be disposed off within a period of thirty days of its receipt and a final reply shall be posted in the grievance portal, containing details of resolution or rejection of the complaint with reasons.

A grievance shall be considered as disposed off and closed in any of the following instances, namely:

- a) When the intermediary or entity regulated by Authority has acceded to the request of the complainant fully.
- b) All complaints shall be monitored and marked as closed only after resolution of the subscriber grievance.
- c) The complaint shall be treated as closed if the complainant has not responded within forty days of the publishing in the grievance portal.
- d) Where the complainant has not preferred any appeal within forty days from the date of receipt of resolution or rejection of the grievance communicated by the intermediary or Authority.

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ANTISEXUAL HARASSMENT

General Information

Nandha College of Pharmacy is committed to moulding a generation which safeguards the virtues of gender equality and equity. Nandha College of Pharmacy strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the college shall be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Our college attempts to uphold the constitutional mandate ensuring the human rights of all those who fall within its jurisdiction. Nandha College of Pharmacy has constituted an "Antisexual Harassment Cell." The following policy has been made keeping in mind the above facts

OBJECTIVES

1. To sensitize students on gender equity and to prevent sexual harassment in any form
2. To promote dialogue about sexual harassment possible in academic communities

According to THE SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013, sexual harassment includes anyone or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

1. Physical contact and advances; or
2. A demand or request for sexual favors; or
3. Making sexually colored remarks; or
4. Showing pornography; or
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

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Any act falling under the purview of following cases will be considered as an incident of sexual harassment:

1. Unwelcome sexual advances, verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature.
2. Interfering with her work or creating an intimidating, offensive, or hostile environment for her
3. When a person uses the body or any part of it or any object as an extension of the body with a sexual purpose in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.
4. When deprecatory comments, conduct or any such behavior is based on the gender identity/sexual orientation of the person and/or when the premises or any public forum of the institute is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.
5. When a person shows any humiliating treatment to woman that is likely to affect her health and safety

Why is it important?

Any student/staff member can be a potential victim and hence it's important for everyone to understand how to recognize and deal with sexual harassment.

Applicability of Policy

Complaints against sexual harassment can be made by

- A student of Nandha College of Pharmacy against another student of the College
- A student of Nandha College of Pharmacy against staff (teaching or non-teaching) of the college

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- A staff of Nandha College of Pharmacy against another staff of the college
- A staff (Teaching or non-teaching) against a student of the Nandha Pharmacy College

Steps you can take

- Inform class teachers, H.O. Ds or Members of Anti-sexual Harassment Cell.
- Approach the Anti-sexual Harassment Cell and file a written complaint.

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GENDER EQUITY POLICY

Introduction

Nandha College of Pharmacy is committed to gender equity, non-discrimination and women empowerment in our campus and also NCP is cognizant of the national policy for women empowerment. In line with the national policy, NCP strives towards improving measurable gender equality outcomes with respect to employee representation, value, safety and recognition.

Objective

- To ensure equal access to education for women.
- To eliminate discrimination, increase enrolment and retention rates of women.
- To improve the quality of education for women to facilitate life-long learning as well as development of occupation/vocation/technical skills by women.

Scope of the Policy

- Women students' representation to be maintained above 60% in both undergraduate and postgraduate levels of programs
- Sensitization of students and staff about the National and University policies regarding gender equity, non-discrimination and prevention of harassment.
- Highlighting presence of women and achievements in admission campaigns and promotional activities.
- Providing quality education with a fee concession. And promote women for undertaking high quality research and academic activities.
- A woman sexual harassment cell is established.
- To organize various seminars, workshops and other activities from time to time.

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ANTI-RAGGING

POLICY OBJECTIVES

As the direction of University Grants Commission our institution strictly observe the instructions meticulously. Our institution ragging is strictly prohibited and prevented and ensures ragging free campus.

What Constitutes Ragging?

UGC has formulated ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

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h) Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfort of fresher or any other student.

i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Measures for prevention of ragging:

It shall be mandatory for every stake holder to take following measures for prevention of ragging at such institutions.

a) Ragging within and outside the campus is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.

b) Every candidate has to fill an affidavit, preferably in English or in the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

c) A printed affidavit, preferably in English or in the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.

d) The applicant must submit a document along with the School Leaving

Certificate/Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.

e) A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.

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- f) Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on regular basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
- g) In case of freshers admitted to a Hostel it shall be the responsibility of the teacher in charge of the group to coordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers would be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.
- h) Institute provides the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in the hostels.
- i) A Student Handbook detailing when and whom student has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc. is being provided to all the freshers.
- j) The Institute through the student information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- k) The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- l) The information booklet mentioned above includes a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
- m) Institute has tight security in its premises, especially at the vulnerable places. necessary,

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and intense policing is resorted to at such points at odd hours during the early months of the academic session.

n) Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

Monitoring

Mechanism Anti-

ragging Committee:

Institute has constituted an Anti-
ragging Committee which is headed by the Head of the Institution, and consisting of
representatives of civil and police administration, local media,

Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and have a diverse mix of membership in terms of level as well as gender.

The Anti-Ragging Committee ensures compliance with the provisions of above-mentioned regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

Anti-Ragging Squad:

Institute also constitutes a smaller body known as the Anti-Ragging Squad, members of which is nominated by the Head of the Institution. The squad maintains the vigil, oversight and do patrolling functions and remains mobile, alert and active at all times. The Anti-Ragging Squad has representation of various members of the campus community and has no outsider representation.

c) The Anti-Ragging Squad can make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and is empowered to inspect such places.

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d) The Anti-Ragging Squad can conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and shall submit enquiry report along with recommendations to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such as other relevant information as may be required.

Mentoring Cell:

Institute constitutes a Mentoring Cell consisting of students volunteering to be Mentors for freshers at the rate of one Mentor for six freshers.

Action to be taken against students for indulging and abetting ragging in the institute.

a) A strong, exemplary and justifiably harsh punishment would be meted out to the persons indulged in ragging to act as a deterrent against recurrence of such incidents.

b) Every single incident of ragging a First Information Report (FIR) would be filed without exception by the institutional authorities with the local police authorities.

c) The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

d) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

- ❖ Cancellation of admission
- ❖ Suspension from attending classes
- ❖ Withholding/withdrawing scholarship/fellowship and other benefits
- ❖ Debarring from appearing in any test/examination or other evaluation process Withholding results

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- ❖ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- ❖ Suspension/expulsion from the hostel
- ❖ Rustication from the institution for period ranging from 1 to 4 semesters
- ❖ Expulsion from the institution and consequent debarring from admission to any other institution.
- ❖ Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Appeal:

An appeal against the order of punishment by the Anti-Ragging Committee shall lie to the Chairman or Head of the Institution, as the case may be.

Action Taken Report:

The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council from time to time.

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DIVYANGJANPOLICYANDINITIATIVES

Introduction:

The College is making conscious efforts in providing necessary guidance and counselling to the students with Disabilities (Divyangjan). In accordance to which the college will follow certain practices to support the Divyangjan students.

Objective:

1. To create and nurture an inclusive culture to avoid discrimination, exploitation and exclusion of disabled students and staff from aspects of work and education
2. To create a suitable regulatory mechanism for effective delivery of services to disabled students and staff of our college
3. To ensure the implementation of all legislations with respect to person with disabilities.

Scope of the policy:

I. Admission policy for persons with Disabilities:

- Providing admission by general merit, and special reservation as per the rule of law – Section 16-PWD Act.
- Facilitating timely availability of Scholarships provided by the State government.

II. Exam Policy:

- The college is making suitable arrangements for the physically challenged students to write the examination.
- The examination section is following the guidelines issued by The Tamilnadu Dr. MGR medical University, Chennai in giving extra time for accessing them with scribes.

Facilities and Initiatives:

- The college has infrastructural facilities like wheelchair, ramps and rest rooms with accessible toilet, scribes and helping desk at the reception and at the institution entrance.
- The Institution celebrates important days pertaining to disability such as World Disabled Day in order to create awareness about the capabilities of differently-abled persons and competitions are being organized

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Women Development Cell Policy

1. Preamble:

Women Empowerment is the important thing for shaping our every nation.

Empowerment equips and allows women to make life-

determining decisions through different glitches in the society. It encompasses higher literacy level and education, better healthcare,

parity, active participation in economic and commercial sections, awareness of rights and responsibilities,

improved standards of living and acquiring self-reliance, self-esteem and self-confidence. In the effort to make female students more self-reliant and to inculcate confidence in them,

Women Development Cell was constituted in Nandha Pharmacy College (Autonomous) in 2012. The Cell functions with an aim to create a gender sensitized community within campus as well as in the society. It has been organizing varied awareness programmes on women health care, women rights and women empowerment and disseminates the significance of gender equivalence in the society through College students.

2. Objective:

- ❖ To ensure equal opportunity to all women without any discrimination.
- ❖ To create a gender sensitive environment that respects gender diversity.
- ❖ To conduct programmes on legal awareness, women protection, sexual harassment and Celebrate International Women's Day every year.

3. Policy Content and Guidelines

- ❖ Creating a cosy ambience for female students and faculty to boost up their confidence in mental, physical and emotional aspects.
- ❖ Making women students and employees aware of their legal rights and thus empower them to stand against any discrimination.
- ❖ Organizing workshops and seminars that will result in women empowerment of both within the campus and outside the campus.
- ❖ Assisting Anti Sexual Harassment Cell in dealing with complaints and conducting enquiry.
- ❖ Honouring Women Achievers in and around the locality with "Kalki Award" during International Women's Day Celebrations.
- ❖ Acting as a forum for information sharing and exchange of ideas.

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- ❖ Monitor the timely conduct of activities under WDC and submit the report of the same to the Academic Reformation Committee.

4. Execution of Activities:

A minimum of 4 activities (Workshops/Seminars/Awareness Camps/Training Programmes) will be conducted in an academic year.

- ❖ The activity will be planned and executed by WDC, supported by Department Coordinators.
- ❖ A detailed report of each activity will be submitted to the IQAC.

Sample list of activities are as following:

- ❖ Legal Awareness Programme
- ❖ Women Hygiene
- ❖ Motivational programme
- ❖ Leadership Development programme
- ❖ Entrepreneurship Development programme.

5. Meetings

- ❖ The meeting agenda will be linked to the objectives of WDC and annual action plan. However, the committee will also assess the current needs and develop the agenda accordingly.
- ❖ The Committee will meet at least three times a year. The chair of the Committee may convene additional meetings, as he/she considers necessary.

6. Review of Policy

- ❖ The WDC- Chairperson is authorized to make recommendations to the Institute about changes in the policy.
- ❖ Any change will be incorporated based on approval from Head of the Institutions
- ❖ The policy will be reviewed after 2 academic years.

POLICY ON ENVIRONMENT AND ENERGY CONSERVATION

1. Introduction:

The Energy Conservation Policy of Nandha Pharmacy College is to manage energy in such an organized way so as to reduce the impact of loss of energy crisis on the environment. The policy implies to explore the renewable energy resources to reduce the burden of the government and to find out substitute natural resources as solutions to the energy crisis. The policy helps to enhance efficiency and to create environmental awareness, thereby helping the citizens to realize their responsibilities and commitment in conserving our natural resources and limiting the usage.

2. Objective:

- ❖ To maximize the utilization of green energy
- ❖ To identify the cause for all forms of pollution and to make suitable solutions.
- ❖ To convert the campus into a renewable energy campus.
- ❖ To observe various days of importance like world water day, environment day, etc

3. Policy Content and Guidelines

- ❖ Nandha Pharmacy College will promote the use of cost-effective, renewable energy sources whenever possible, both in new construction and existing building renovations.
- ❖ All buildings will continue to target energy efficiency improvement measures to the greatest extent through energy audits.
- ❖ Conduct awareness programmes among all the students and faculty members about the importance of energy conservation.
- ❖ Motivate students to do projects on Renewable Energy Sources and to assess the energy usage and to measure its impact on the environment.
- ❖ Monitor and control CO₂ emissions and take necessary steps to reduce it periodically.
- ❖ Advocating all the vehicle users to use eco-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads.
- ❖ Installing photovoltaic solar panels for the generation of alternate energy.
- ❖ Periodic maintenance of Solar panel to keep up the efficiency of producing electricity.
- ❖ Energy efficient LED bulbs by replacing higher wattage CFL bulbs.
- ❖ Cleaning the solar PV panel regularly to improve the power generation

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- ❖ Conduct Energy audit every year by the external agencies to know the status of energy conservation and to proper energy management.
- ❖ Utilizing energy efficient green vehicles inside the campus.
- ❖ Maximizing the usage of Biogas for cooking at Canteen
- ❖ Maintaining all the electrical equipment periodically.

4. Review of the policy:

- ❖ The status of various energy conservations will be obtained from reports of the auditing agencies and the corresponding measures will be taken for effective conservation of energy.
- ❖ Policy level changes also be done based on the audit report.

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ALTERNATIVE ENERGY RESOURCES AND ITS MAINTENANCE POLICY ON ENVIRONMENT AND ENERGY CONSERVATION

The Energy Conservation Policy of Nandha Pharmacy College is to manage energy in such an organized way so as to reduce the impact of loss of energy crisis on the environment. The policy implies to explore the renewable energy resources to reduce the burden of the government and to find out substitute natural resources as solutions to the energy crisis. The policy helps to enhance efficiency and to create environmental awareness, thereby helping the citizen to realize their responsibilities and commitment in conserving of natural resources and limiting the usage.

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- ❖ To identify the cause for all forms of pollution and to make suitable solutions.
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Policy Content and Guidelines

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- ❖ All buildings will continue to target energy efficiency improvement measures to the greatest extent through energy audits.
- ❖ Conduct awareness programmes among all the students and faculty members about the importance of energy conservation.
- ❖ Motivate students to do projects on Renewable Energy Sources and to assess the energy usage and to measure its impact on the environment.
- ❖ Monitor and control CO₂ emissions and take necessary steps to reduce it periodically.
- ❖ Advocating all the vehicle users to use eco-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads.
- ❖ Installing photovoltaic solar panels for the generation of alternate energy.
- ❖ Periodic maintenance of Solar panel to keep up the efficiency of producing electricity.
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- ❖ Conduct Energy audit every year by the external agencies to know the status of energy conservation and to proper energy management.
- ❖ Utilizing energy efficient green vehicles inside the campus.
- ❖ Maximizing the usage of Biogas for cooking at Canteen
- ❖ Maintaining all the electrical equipment periodically.

Review of the policy:

- ❖ The status of various energy conservations will be obtained from reports of the auditing agencies and the corresponding measures will be taken for effective conservation of energy.
- ❖ Policy level changes also be done based on the audit report.

Solar power plant

Percentage of power requirement of the Institute supplemented by 50 kW renewable solar energy power plant has been installed at the top floor of Block-IV with power earthing arrangements as per IERule. Power rating of 50 kW solar energy power plant output is 250 units

/day

Solar Water Heater

Solar water heaters are installed both in boys and girls hostel.

LED Bulbs/Power Efficient equipment

Energy efficient LED bulbs are placed in a phased manner in all the laboratories, class rooms and road sides.

Sensor Based Energy Conservation:

To regulate the utilization of water, sensor-based devices are installed in the overhead water tanks and in open well.

Maintenance:

A Software (SMART NANDHA) has been developed by the faculty members to make entries on the maintenance required and the estate office team is looking after the work and ensure timely completion.

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GREEN CAMPUS AND ENVIRONMENT POLICY

Green Practice in Campus:

Institute's primary concern is about green practices for sustainable environment and inculcating empathy towards environment among students and staff. NCP has

implemented digitization by promoting the usage of less quantity of paper in academic and administrative processes by effective waste management. Students are sensitized about green practices through the orientation programs, environmental studies class, poster competitions, practical assignments, celebrations like world Water Day, Environmental day, etc.

The institute pays much attention on green practices by the following ways

- ❖ Restricted Entry of Automobiles
- ❖ Pedestrian friendly pathways
- ❖ Plastic free campus
- ❖ Paperless office
- ❖ Green landscaping with trees and plants
- ❖ Energy Conservation.

Restricted Entry of Automobiles

- ❖ Faculty and students are advised to park their vehicles in the parking space provided for them and are not entertained to park on the roads in the campus.
- ❖ Faculty and students commuting by two wheelers are instructed to wear helmets to ensure safety.
- ❖ Security guards are allotted duties to ensure no parking vehicles in no parking areas.
- ❖ Placards are being placed in no parking areas.
- ❖ The Management provides transport facilities to both faculty and students. It also supports the faculty and students to use public transport or their own vehicle.

Pedestrian friendly roads

- ❖ NCP has taken special effort towards the construction and maintenance of the internal roads for pollution free campus.

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- ❖ Faculty and the students are advised to use pedestrian friendly pathways for convenience and safety.

Plastic Free Campus

- ❖ Awareness program on Environment pollution and the effective ways to protect it is conducted by the students to the public.
- ❖ A 'No Plastic' awareness campaign is conducted by NSS at NCP to share the hazards of indiscriminate use of plastic. Being conscious towards the environment, Institute instructs the students to minimize the use of plastic.
- ❖ Faculty and student volunteers frequently monitor the dining hall, washing area, canteen and other common places to avoid the use of plastics.
- ❖ Students are advised to use paper plates, and jute bags.
- ❖ Hazardous wastes are identified and disposed appropriately.

Paperless Office

NCP supports the Government of India's Digital India Program, which aims to transform India into a digitally empowered nation. NCP believes in going digital in every possible way and reduces the use of papers in academic and administrative processes. Reuse of papers for writing and printing is recommended in all departments. E-Notice practice is being followed by departments to disseminate information. Reformation Software is in use for hall booking, addressing the issues etc.

Green Landscaping with Trees and Plants

- ❖ Much attention was paid not to cut down the trees in campus while constructing buildings. Most of the buildings are constructed without demolishing trees in the campus. Thus, the campus holds more than 75% of green cover.
- ❖ Eco-landscaping is designed and maintained in such manner that it saves time, money and energy. It contributes in reducing air, soil and water pollution.
- ❖ College has organized various activities on green practices for the benefit of society. Education on Environmental science is a part of the program to create awareness among students on environment and sustainability.

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Energy Conservation

- ❖ The campus is beautifully landscaped in a lush green stretch of land and is free from air and noise pollution.
- ❖ Guidelines are provided to the students and faculty in the campus regarding conservation of the environment and saving energy.
- ❖ Rule of turning off the computers when not in use and turning off all the electrical equipments before leaving the class room/ lab/ campus is adopted to save energy. Solar water heaters are used in the hostels. It is recommended to replace all the fluorescent lamps in the campus with LED lamps.

Wastewater Recycling:

- ❖ Recycled water from the canteen and other cooking areas in the campus is used for watering plants.

POLICY FOR PLASTIC BAN IN CAMPUS

1. To ban disposable plastics in canteens, campus premises, hostel etc.
2. To mandate all the staffs and students members to avoid bringing non-bio-degradable plastic items to the campus.
3. To avoid the use of plastic water bottles, bags and to encourage the use of alternative sources like cloth bags, paper bags etc.,
4. To keep sign boards at various places to create wide publicity to ban the use of polythene bags in the campus.

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MAINTENANCE POLICY

Response:

The Institution has designed its own maintenance policy procedure that includes several methods to achieve the effective maintenance of physical, academic and other facilities.

Methods

Effective maintenance is being achieved by using the following methods.

1. Reformation site
2. Class Committee Meetings
3. Periodical visits by the supervisors concerned
4. WhatsApp group

Maintenance Section

- ❖ A centralized maintenance section, headed by a maintenance manager and supported by skilled technicians such as electricians, plumbers, carpenters and masons is in practice.
- ❖ This section takes care of the maintenance of infrastructural facilities that include plumbing, electrical, carpentry, masonry and sewage works.
- ❖ This section receives maintenance requirements from the departments and other sections and undertakes the necessary work following internal operating procedures under the directions given by the supervisors concerned, without disturbing the regular activities.

Internal operating Procedure:

Any problem that persists in a department is represented through the below mentioned methods.

- ❖ The supervisor/skilled person/technician is summoned to rectify the problem.
- ❖ The technician resolves the problem on site if no additional material is required.

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- ❖ In case of material requirements, the materials are received from the maintenance section after the approval of the store manager.
- ❖ If the material is to be procured from outside, permission is to be obtained from the maintenance coordinator / administrative officer and arrangements are made for procurement of the material to solve the problem.

1. Physical

Facilities Electrical Maintenance:

Facilities Electrical Maintenance:

- Monthly monitoring of electrical equipments such as Generator, UPS, and Batteries is done and its status is entered in the maintenance register.
- The suppliers/service providers are approached in case of any major fault.
- In case of any damage spots in the electrical equipment, quotations are invited and the part is procured as per the purchase procedure.
- The work done by the service provider is verified by the respective authorities and a report on the completion of work is submitted to the maintenance officer.
- Required support is obtained from external agencies and TNEB whenever required.

Building Maintenance:

- An approved third party civil engineer and his team are responsible for new construction works and the maintenance of buildings, including laying, painting, plumbing, and sanitary fittings following the campus protocols.

Furniture Maintenance:

- Periodically, monitoring of furniture such as chairs, tables, windows, and doors is done on a regular basis, and the status is entered in the register.
 - In the event of any damage or replacement noted on the reformations site, the suppliers/service providers are approached to rectify it at regular intervals.

Network/Wi-Fi Maintenance:

- Functioning of the college intranet and internet facility is monitored and maintained by the hardware technicians in association with system administrators of the college.
- Any upgrades or modification to the existing network model is carried out by inviting quotations from external agencies following guidelines from the CSE department.

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2. Academic Facilities:

Library:

- Damaged books are collected by the librarian for hard binding on a regular basis.
- Rare and High-volume books are maintained in the reference section.
- Journals and Magazines subscribed annually are bound as a book volume.
- The entire library is cleaned weekly.
- Bookshelf rectification is performed every semester by using the book call number.
- The library's digital section systems are formatted and maintained every semester.

Laboratories:

- Equipment in the laboratories is maintained and calibrated periodically.
- In-house maintenance and repairs are addressed by the respective qualified and trained department technicians.
- Major problems and repairs are addressed in consultation with the suppliers following the advice of the HOD concerned and the Principal.
- Computers and software in the laboratories are maintained by computer hardware technicians under the supervision of system administrators.

Classrooms:

- ❖ Every Department has a furniture in-charge who periodically checks the condition of classrooms and laboratory amenities like benches, chairs, black boards, fans, lights, and electronic equipment.
- ❖ The in-charge resolves the problem through the Head of the Department following the procedure.

3. Supporting Facilities:

Sports:

- Athletic field tracks are refilled once in every five years and playgrounds such as volleyball, cricket, Handball, Koko, Kabaddi, and Throwball fields are filled on an annual basis by the skilled manpower under the supervision of the Physical Director.
- Sporting equipment is purchased according to the lifetime of the material by the Physical Director.

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4. Transport Facilities:

- Minor damage/ repairs in the buses are rectified using the skilled manpower inside the campus under the supervision of the Transport Manager.
- Major damage/ repairs in the buses are rectified by the skilled third-party service team tied up with the institution.
- An adequate number of spare buses are available in the 10:1 ratio of the buses that can be used in case of bus breakdown.
- An adequate number of drivers are available for all the buses. Additional drivers are also available in the 10:1 ratio for buses to alter the bus drivers in case of driver's medical emergency/personal leave.
- Every year, all the buses are sent to the RTO office to check the fitness of the buses and the Fitness certificate of all the buses is maintained properly.
- A Speed limiter of 60km speed is fixed on all the buses.

5. Other Facilities:

- The Institute has an RO plant that provides 24X7 drinking water facility. Sufficient number of water points are available in the departments to provide clean drinking water. Periodically, the quality of water is tested by external vendors.
- Adequate manpower is employed to maintain the cleanliness of the campus, classrooms, staff rooms, seminar halls and laboratories, etc. The washrooms and restrooms are well maintained.
- The green cover of the campus is well maintained by full-time gardeners.
- Surveillance Cameras are fixed in and around the Campus for security purposes and they are maintained by the system administrators.

WASTE MANAGEMENT POLICY

1. Introduction:

NCP strongly believes that the cleanness of the environment is one of the prime factors of education. A clean environment automatically boosts our self-confidence, learning ability and better focus. NCP has initiated, implemented, promoted and practically led environmentally sustainable practices in our college campus. The waste management reduces the effect of waste on the environment.

2. Objective:

- ❖ To keep our campus clean and healthy
- ❖ To create awareness of minimizing, reusing and disposal of waste
- ❖ To incorporate different strategies for different kinds of waste.

3. Policy Content & Guidelines

- ❖ The system to ensure effective segregation, as well as its disposal, with the intent of diverting as much waste generated as possible away from the landfill and instead to recycle and reuse.
- ❖ The bins will be placed according to the volume of the traffic as well as the estimated types of waste generated. Based on this the required number of bins, their placement and their signage can be arranged.
- ❖ The instructions about segregation and visible bins should be made prominent and effective communication and coordination to ensure that the bins are not full or overflowing, and that they are not displaced.
- ❖ The Biogas plants support the disposal of food waste.
- ❖ Vermicompost pits incorporate for solid waste management.
- ❖ E-waste bins separate e-wastes.
- ❖ A separate system is incorporated for biomedical waste.

4. Execution of Activities:

- ❖ Seminars/Workshops are conducted in regard of various waste management systems and the public awareness is also done through Social Clubs of various departments.
- ❖ That waste disposal records are maintained in the stock registers and the respective condemned items are handed over to the waste management hub. MoU's are signed with appropriate contractors for removal and disposal of all waste items.

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Annexure 1

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Form of Appointment Letter

Lr.No.-----

Date:-----

Proceedings of the Chairman, Sri Nandha Educational Trust, Erode –

11.Sub: Establishment-Faculty recruitment for NCP-Issue of orders-reg.

The Chairman, Sri Nandha Educational Trust is pleased to inform you that you have been selected for appoint as ----- in the Department of ----- Pharmacy of Nandha Pharmacy College.

You will be governed by the service rules and regulations of the

College. You will be in probation for a period of one year from the date of joining.

You are requested to give your acceptance of the appointment in the duplicate copy of this order.

You shall report to the Principal of the College and join duty on ----- Your service in the college shall take effect from the date of your joining.

CHAIRMAN

To Mr.....

....

.....

.....

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Annexure 1

Letter of Confirmation

NCP/Select. Order/2020-21

Date:-----

SELECTION ORDER

Mr.....has been provisionally selected for the post of-----in the Department of-----
----Pharmacy. He/She is expected to join duty first week of-----
-----He/She will be paid salary as per PCI Norms.

PRINCIPAL

To

Mr.....

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Annexure

III Personal Data Form

NANDHAPHARMACY COLLEGE, ERODE-52.

(Autonomous)

Date:

Interview for the Post of

Assistant	Associate	Professor	Others

(Please ✓ Appropriate Box)

Department :

Name (in Block Letters) :

Father's Name: :

Mother's Name: :

Address :

Age & Date of Birth :

Marital Status :

Children :

Community & Caste

: Educational

I Qualifications (Starting from S.S.L.C):

Course Name	Institution & University	Year of Pass	% of Marks	Class	Verified with
					Original/Xerox

Experience in Years:

Pharmacy College		Poly	Arts	Industry	Other	Total
Affiliated	Autonomous					

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Experience Certificate (verified with Original/Xerox) :
Last Pay Drawn : `
Expected Minimum Salary : `

FOR OFFICE USE

Certificate Verified By : Sign:

Interview Mark :

Selected/Not Selected :

Salary Fixed : Scale: `

Basic: `

DA%:

Total: `

PRINCIPAL

CHAIRMAN

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Annexure 10

S.No.	Item	Target	Target / Faculty
			145
	No. of Students in each Department		2634
16.	Funding Proposals (Research Projects)	1/intake/year	15
17.	Funding Proposals Acceptance	Fund received from funding agencies	50 Lakhs
18.	MoU (Preferably in CII Member Company)	Signed in the current academic year 1 / Dept / Year & 5 / active MoU	12
	Activities	2/Year	20
19.	College surveys and Rankings	India Today Aspire	
		Chronicle	
		The Week	
		Competition Success Review	
		Data Quest	
20.	Student Projects (TNSCST & Others)	1 / faculty / year (Total count should be equal to the No. of faculty in the dept)	145
21.	Patents / product / Copyright by Student (1/ dept/ year)	Applied	10
		Receipt	-
22.	Completion of Online Certification Course @ IITs/NPTEL/SWAYAM (Faculty & Student)	1 / Faculty / Year	145
		Students	-
23.	Winning of students - 5 % students in Premier Institutions like NITs, IITs, PSG, VIT, Anna University, etc		66
27.	Innovative projects submitted in I club	7 projects / class	
28.	Alumni Visit	7 projects / class Ann to interaction / year 1 common Alumni meet / year 10% of the Alumni in each dept	100
29.	Association Activity	Intra Departmental Meet - 01	8
		Inter Departmental Meet - 01	8
		Academic Seminar - 02	16
		Industrial Seminar - 02	16
		Workshop - 01	8
		Symposium - 01	8
30.	Industrial Project (Students should stay in the industry for 15 days and do the project)	5 / intake / year	16 x 5 80
31.	Professional society - 1	1 Activity / Year / Club	24
32.	Staff Development Programme / Workshop / Seminar	Outside participants should also be present (1/ year / dept.)	10
33.	Book Publication	1 / Dept.	5
34.	Newsletter in Hard Copy	1/ year	10
35.	News in Professional Magazine / News Paper	5/ year	50
36.	Parents Visit	1/ year	

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Email:

Annexure V

APPRAISAL AND 360° FEEDBACK FORM

(As per PCI recommendation effective from assessment year 2019-2020)

SECTION A

Name	
Designation	
Department	
Academic Year	

A. Teaching Process (Max Point 20) Note: 10 Credit point for each semester

S. No.	Semester	Subject Code	Subject Name	No. of Scheduled	No. of actually	Points earned	Supporting Document
Average Weightage out of 20 Points							

B. Students' feedback (Max Point 20) Note: 10 Credit point for each sem. & min. 70% students data

S. No.	Semester	Subject Code	Subject Name	Average Student	Points earned	Supporting Document
Average Weightage out of 20 Points						

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Email:

C. Departmental Activities (Max credit 20) Note: 10 Credit point for each semester

S. No.	Semester	Activity	Credit Point	Criteria	Supporting Document

D. Institute Activities (Max Credit 10) Note: 5 Credit point for each semester

S. No.	Semester	Activity	Credit Point	Criteria	Supporting Document

E. ACR maintained at institute level (Max Credit 20) Result (Max 10 Credit Point)

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	5	0

Result Summary

S. No.	Semester	Subject Code	Subject Name	No. of Students	No. of Students	Result %
Average Weightage out of 10 Points						

Research (Max 10 Credit Point)

Research Publication Summary (Weightage period: 1 July to 30 June of every academic year)

Category	SCI	SCI-Extended	Scopus	Scopus Indexed/	Other
Marks (per unit)	4	3	2	1.5	1
No. of Papers					
Total marks earned					
Average Weightage out of 10 Points					



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Email:

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.

Summary

Summary	Academic	Academic	Academic
	1	2	3
A. Teaching Process (Max Points 20)			
B. Students' feedback (Max Points 20)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 20)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

Date:

Signature of Faculty Member SE

REMARKS

Observations, Recommendation and Suggestions of Head of Department

Name	
Designation	
Department	
Academic Year	
Appraisal Score in 10 Point	

Observations: (In respect of the weightage of activities claimed):

.....
.....



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Email:

Recommendations/Remedial Measures suggested:

.....
.....

Date:

SEAL

Signature of Head of Department

SECTION C

Recommendations/Approval of Director

.....
.....

Date:

Signature of Director

Principal

Calculation of Credit Points

(As per PCI recommendation effective from assessment year 2019-2020)

The 360 Degree Scores shall be determined on the basis of following parameters.'

Teaching Process (Maximum Point 20),

- a. Students' Feedback (Maximum Point 20)
- b. Departmental Activities (Maximum Point 20)
- c. Institute Activity (Maximum Point 10)
- d. ACR (Maximum Point 20)
- e. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 points scale

a. Teaching-Process (Maximum Points 20)

The calculations shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year under consideration, like Semester, course Code /Name, No. of scheduled classes, actually held classes. The total shall be reduced on 20 points scale.

b. Students' Feedback (Maximum Points 20)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 20. The average of total of all such scores shall be used.

c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration

through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - PCI work, sponsored projects, consultancy work, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d. Institute Activity (Maximum Points 10)

This section summarizes all the responsibilities assigned by Head of the institute to the candidate during an academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 20)

ACR maintained at institute level shall have 20 points based on grading of academic result and research publication contribution during an academic/assessment year.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by PCI. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/official communication from Head of Institute.

The grand total of points for shall be converted to a 10-point scale.

Annexure VI

ETHICAL STANDARDS FOR TEACHERS

A Teacher

- ❖ Shall live and lead by example in every sphere of conduct particularly to inculcate culture in students
 - ✓ to respect parents, teachers, elders
 - ✓ to express the love of brotherhood to fellow students
 - ✓ to accept and extend due respect to every religion and social grouping
 - ✓ to love the Nation and commit their endeavor to progress
- ❖ Shall have a sense of belonging to the Institution
- ❖ Shall assume total dedication to the teaching profession
- ❖ Shall always have an urge to excel in professional expertise
- ❖ Shall wear a respectable attire, befitting the society's expectations
- ❖ Shall keep up immaculate personal hygiene at all times
- ❖ Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- ❖ Shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- ❖ Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort
- ❖ Shall always listen to students with concern, whether it be in respect of doubts in lessons or in relating to any personal help
- ❖ Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions
- ❖ Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- ❖ Shall confer with parents on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help

- ❖ Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the Institution or of fellow teachers, students or any other member of society
- ❖ Shall always accept the entity of fellow teachers, honor their sentiments and respect their values system
- ❖ Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities